



343 Atlas Ave SE
Grand Rapids, MI
49506

GRTransFoundation.org

Date: September 30, 2023
Title: **Administrative Support Professional**
Hours: 20 hours/week; 52 weeks/year
Rate: \$18.50/hour
Benefits: Healthcare stipend, Holiday PTO, 40 additional PTO hours
Reports to: GRTF Executive Director
Posted until: October 6, 2023 (11:59 PM)

SUMMARY

This position will provide support for Grand Rapids Trans Foundation (GRTF). In addition to various administrative support, this worker may also provide key support in GRTF's programming, social media, online store, resource gathering, event support, donor management, and/or other assorted tasks. This position requires in-office hours throughout the week, although some flexibility can be arranged with permission from a supervisor. Occasional event support on nights and/or weekends may be required.

ESSENTIAL JOB FUNCTIONS

- Answering and delegating incoming emails.
- Managing social media accounts, including creating and scheduling posts, ensuring accessibility, and answering messages.
- Assisting with GRTF's "Update!" Name Change program and subsequent communication.
- Assisting with GRTF's Academic Scholarship program.
- Resource gathering and verifying.
- Occasional event support, including brainstorming, planning, tabling, and maintenance.
- Managing GRTF's online store, including packaging orders, tracking inventory, and mailing.
- Assisting GRTF's Executive Director with donor management (e.g. mailings, data entry, etc.).

JOB SPECIFICATIONS

Education

- A minimum of a high school degree or GED diploma.

Experience

- Administrative background preferred, not required.
- Prior experience working with LGBTQIA+ populations preferred.

Skills

- Ability to communicate (written and verbally) in a respectful, professional manner.
- Detail-oriented.
- Basic computer skills, including email, word processing, and spreadsheets.
- Simple graphic design skills and/or experience using Canva preferred, but not required.

Performance Demands

- Keeping a clear line of communication with GRTF's Executive Director.
- Staying on top of assigned weekly workload.
- Outstanding work ethic and integrity.

Mental Demands

- Being able to adjust to a fluctuating workload.
- Willingness to learn new skills and administrative processes.

Working Condition Expectations

- Most work hours will occur in our office space at 343 Atlas Ave SE, Grand Rapids, MI 49506. Remote work and flexible schedule will be allowed in certain circumstances.
- Work will predominantly be independent without supervision. However, a supervisor will be available for guidance, training, and/or support. There will occasionally be collaborative tasks.
- Proactively coordinate and communicate with GRTF's Executive Director and other Board members, when needed.

Method of Application: Visit <https://GRTransFoundation.org/jobs>. Submit both your cover letter and resume within a single PDF or Word document. Your resume must include a minimum of two references with contact information. Questions related to this position should be directed to ExecutiveDirector@GRTransFoundation.org. The opportunity to apply for this position will close on October 6, 2023, at 11:59 PM.

Equal Opportunity Statement: Grand Rapids Trans Foundation values a diverse workplace and strongly encourages women, Black/BIPOC individuals, LGBTQIA+ individuals, people with disabilities, and members of ethnic minorities to apply. Grand Rapids Trans Foundation is also an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.