



## Job Description: Parent & Family Programs Coordinator

The Parent & Family Programs Coordinator is responsible for developing and nurturing quality support groups, events, and activities designed to engage the families supported by TransFamily Support Services "TFSS." The Parent & Family Programs Coordinator is an hourly, part-time position that will also represent TFSS and work with the Executive Director to increase TFSS's community visibility. Other essential duties include administrative tasks, training, and data management. The position reports directly to the Executive Director. This position is a combination of remote and onsite role, requiring in-person attendance for events and community outreach. Part time position with salary range \$16-18 an hour.

### RESPONSIBILITIES:

- Recruit and train support group facilitators as needed
- Manage support groups and aid facilitators
- Provide outreach for support groups
- Develop and oversee events designed to engage clients and create a sense of community
- Recruit and manage volunteers
- Data management of clients and volunteers
- Establishing new programs for our youngest clients
- Other duties as assigned by the Executive Director

### PROFESSIONAL QUALIFICATIONS:

- Associates degree preferred but not required
- Proof of COVID-19 vaccination required
- Self-motivated and community-driven
- Ability to work independently and as part of team remotely
- Preferred nonprofit event planning/volunteer management experience
- Friendly, enthusiastic, and positive attitude
- Strong organizational abilities, detail-oriented with the ability to manage multiple projects
- Strong written and oral communication skills
- Experience with the trans/non-binary community
- Ability to interface, collaborate, and engage diverse audiences
- Dependable and on time mindset
- Self-Starter

*TransFamily Support Services is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people. We will consider employment of qualified applicants with arrest and conviction records.*

Resumes with a cover letter can be emailed to [info@transfamilysos.org](mailto:info@transfamilysos.org).