



Gender Generations Project

 @Gender Generations Project - GGP
 @gendergenerationsproject
 info@gendergenerations.org

Job Description - Executive Director of Gender Generations Project

Brief

We are hiring a trans*, non-binary, two spirit or gender diverse person to take on the role of Executive Director (ED) of Gender Generations Project starting 1 July, 2023, based in Victoria, British Columbia. This job description reflects the duties and responsibilities of the Executive Director which is the person who will organize, plan, manage, and facilitate two yearly weekend retreats (one in the fall and one in the spring).

Reporting

The Executive Director will report to the Board of Directors, including its president

Hours of Work & Compensation

This is a flexible, part time position which can be done almost entirely remotely. The yearlong position is broken into two “retreat months” and ten “non-retreat months”. During the two retreat months (for example, October and May), the ED will work approximately 60 hours per month, including being physically present for the weekend retreat. During the ten non-retreat months of the year, the ED can be entirely remote, and work up to 30 hours per month. Compensation for the position is a monthly payment of \$1200. It will be paid via e-transfer once you have submitted your invoices to our treasurer near the end of each month.

Primary Duties and Responsibilities

- Organize, plan, manage, and facilitate retreats twice a year (one in the fall and one in the spring) including post-retreat administration
- Create and advertise applications for youth, volunteers, and mentors through email and social media; send out acceptance letters to applicants; create the programming schedule for the weekend
- Organize the venues, catering, and snacks for the retreats and consult the treasurer while doing so
- Organize billeting for out-of-town attendees
- Maintain administrative records and GGP correspondence including email and social media
- Liaise with the treasurers to apply for grants and funding
- Organize and attend three board meetings per year and assist in putting the agenda together

Qualifications

Experience

- Experience working with a nonprofit organization in a leadership position
- Experience working with LGBTQ+ youth and adults
- Experience working on a team and taking initiative on projects and tasks

Education

- Has experience working with trans* and gender diverse youth and adults
- Has experience working as a leader within an organization
- Preferably has a bachelor's degree in a related caring profession such as child and youth care, social work, education, counseling, etc.

Knowledge, Skills, and Abilities

- Knowledge of leadership and management principles as they relate to nonprofit/voluntary organizations.
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations.
- Knowledge of current community challenges and opportunities relating to the trans community and trans youth in particular .
- Knowledge of human resources management, financial management, and project management
- Proficiency in the use of computers financial management, spreadsheets, Gmail & Google Docs, Zoom, website maintenance

Behavioral competencies

The Executive Director should demonstrate competence in all the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile, tolerant, and respectful in a changing work environment while maintaining effectiveness and efficiency.
- **Ethical behavior:** Understand ethical behavior and business practices and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the organization's values.
- **Relationship development:** Establish and maintain positive working relationships with others internally and externally to achieve the organization's goals.
- **Effective communication:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity and/or innovation:** Develop new and unique ways to improve the organization's operations and create new opportunities.
- **Participant and family focus:** Anticipate, understand, and respond to the needs of internal and external attendees to meet or exceed their expectations within organizational parameters.
- **Teamwork development:** Work cooperatively and effectively with the board and attendees to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Leadership:** Positively influence others to achieve results that are in the best interest of the organization.

- Decision-making: Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the organization's best interests.
- Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- Planning: Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.
- Problem-solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.
- Strategic thinking: Assesses options and actions based on trends and conditions in the environment and the organization's vision and values

REQUIRED

Must have a criminal record check inclusive of a vulnerable sectors check done (this can be completed upon being offered the position)

Equity clause

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offenses, marital status, family status, disability, or any other characteristic protected by local law.

We particularly encourage applications from Black people, Indigenous people, and people of color, people with disabilities, and those with varied areas of expertise and lived experiences.

Accessibility clause

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Applications close 30 April, 2022; Position commences 1 July 2022.

If you are interested in this position, please send your resume and cover letter to:

Andrew Legge - info@gendergenerations.org