



michigan organization on
adolescent sexual health

MICHIGAN ORGANIZATION ON ADOLESCENT SEXUAL HEALTH

Southeast Michigan Community Education and Engagement (SMCEE) Program Coordinator Job Posting

The Michigan Organization on Adolescent Sexual Health (MOASH) and Stand with Trans (SwT) are seeking a dynamic, personable individual with experience in program coordination and event planning to serve as Program Manager for the Southeast Michigan Community Education and Engagement (SMCEE) program. SMCEE is a collaborative program that will implement workshops to educate community members, including families of transgender youth, about the importance of inclusion and affirmation. Workshops will be coordinated in Livingston, St. Clair, and Wayne Counties, including Detroit.

This contractual position calls for approximately 20hrs/month. Meeting days and times will be determined after hire and will be in collaboration with MOASH staff, SwT staff, program partners, and other stakeholders. This is an 12-month (January 2019-December 2019) grant-funded position.

GENERAL DUTIES

- Planning and coordination of SMCEE workshops and round table events (i.e., registration, managing communications and marketing, venue identification, budgeting, identification of facilitators, etc)
- Ongoing communication with Program Manager at SwT and MOASH Executive Director
- Building and maintaining relationships with community partners and families
- Maintain meticulous notes and complete regular reports
- Support program evaluation and functioning
- Contribute to quality improvement
- Attendance at all workshops and roundtable events
- Other administrative and relevant tasks

QUALIFICATIONS

- Excellent computer, organization, and communication skills
- Working knowledge of online reservation and event planning systems
- Attention to detail
- Flexibility
- Reliable transportation
- Ability to work virtually, including home office with computer, internet, phone, printer
- Passion for improving health of transgender youth in Michigan

COMPENSATION The SMCEE Program Coordinator is a contractual position paid \$20/hr for approximately 20 hours per month. Additional compensation may be available for travel and activities above and beyond general duties.

Interested and qualified applicants should forward a cover letter, list of references, and resume to taryn.gal@moash.org by Friday, January 25th, 5:00PM EST. Late submissions will not be considered.

MOASH seeks to recruit the best-qualified people for its staff. In doing so, it will afford equal opportunity for employment, training, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, age, marital status, religion, HIV status, physical or mental disability, political affiliation, veterans' or military status, or any other status protected by applicable federal, state, or local law. MOASH complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.

The SMCEE program and the SMCEE Program Coordinator position is made possible by generous funding from the HOPE Fund of the Community Foundation for Southeast Michigan.



The mission of Stand with Trans is to provide the tools needed by transgender youth so they will be empowered, supported and validated as they transition to their authentic life.



MOASH mobilizes youth voices, engages community partners, and informs decision-makers to advance sexual health, identities, and rights.