

TransCloset Coordinator position

Transcend Charlotte serves transgender, gender diverse, and gender non-conforming adults in the Charlotte metropolitan area. Our mission is to promote authenticity, connection, and social justice by empowering all transgender, gender diverse, and gender non-conforming people impacted by oppression and/or trauma.

This position is part-time (20 hrs/week) and reports directly to the Executive Director. Weekend and some weekday second shift hours required. Transgender, gender diverse, and gender non-conforming individuals are strongly encouraged to apply.

To apply, please send a cover letter (no longer than one typed page, size 12 font) and resume (no longer than two typed pages, size 12 font) to apply@transcendcharlotte.org with the subject "TransCloset Coordinator position".

Responsibilities and Duties

- Must have a thorough knowledge of Transcend Charlotte's mission, values, and services.
- Ensure Trans Closet's storage facilities and closet space are clean, organized, and functional.
- Coordinate monthly sorting events for new donations and storage facilities, including scheduling volunteers, supervising sorting events, delegating tasks, and reporting on stocking needs to management.
- Implement seasonal clothing stock changes with volunteers (as needed, typically quarterly).
- Ensure new volunteers are aware of TransCloset's sorting, organizing, staffing, and donation guidelines.
- Ensure clients are informed of TransCloset access guidelines and track access data.
- Assist with direct client care in regard to scheduling and staffing TransCloset appointments and donation appointments.
- Communicate with the Executive Director about TransCloset supply needs (donations, supplies, repairs, etc.) and using approved TransCloset funds to meet those supply needs.
- Assist in forming and maintaining partnerships with individual and corporate TransCloset donors.
- Other duties assigned as needed by Executive Director

Qualifications

- Experience with the LGBTQ+ population, particularly transgender, gender diverse, and gender non-conforming identities and needs.
- Interest and experience in clothing, styles, fashion, and retail preferred.

Transcend Charlotte is an equal opportunity employer. Transcend Charlotte does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered.