Project Director, Nonbinary & Intersex Recognition Project (NIRP)

Nonbinary & Intersex Recognition Project (NIRP) is a fiscally sponsored project of Social Good Fund, a California nonprofit corporation and registered 501(c)(3) organization.

NIRP works to shift our culture and political system to recognize and celebrate nonbinary and intersex people across the US. NIRP has historically focused on legal recognition of nonbinary and intersex people by advocating for third gender options (X) on state IDs and birth certificates and supporting campaigns to end unnecessary medical procedures on intersex youth. This direction may change as NIRP has recently formed a Community Advisory Board (CAB) of up to 10 exclusively BIPOC nonbinary and intersex advocates to develop a community-led vision and strategy for nonbinary and intersex advocacy. NIRP currently has up to 20 active volunteers each month to support various activities remotely, and our team plans to increase that number over the next year. For more information, please visit our website: www.nirp.us

We are seeking a Project Director to manage all volunteer committees and Community Advisory Board (CAB) for NIRP. The Project Director is responsible for overseeing and managing all activities within NIRP, including development, education and outreach, research, volunteer coordination, policy advocacy, and CAB matters. The Project Director is a remote part-time non-exempt position based in the United States. This position reports to the NIRP CAB. The current Executive Director (Project Director) coordinates regular meetings via video conference or phone that may require internet access.

KEY ACTIVITIES

- Coordinating regular virtual meetings for volunteer committees and CAB (currently monthly);
- Coordinating regular virtual meetings with volunteer committee directors and delegating tasks and activities (currently biweekly);
- Coordinating regular individual check-ins with volunteers and CAB members (currently monthly);
- Working with CAB to build BIPOC-informed vision and strategy for NIRP volunteer team to implement;
- Fielding media inquiries and requests.

POSITION RESPONSIBILITIES

- Overseeing delegation of tasks and responsibilities to volunteers, as well as potentially paid staff and contractors as funding allows;
- Overseeing project budget, fundraising efforts, and grant-writing initiatives;
- Overseeing social media campaigns, as well as regular newsletters;
- Overseeing state and federal policy campaigns;
- Serving as a liaison between SGF and the volunteer team;
- Managing volunteer intakes;
- Serving as an ambassador for NIRP;
- Building and maintaining organizational partnerships;

**SUGGESTED SKILLS AND EXPERIENCE (Formal or Informal)**

*Applicants do not need to meet all of these skills or experiences.*

- Experience with nonprofit development methods, including grant-writing, online fundraising, and event planning;
- Experience with group facilitation, public speaking, and media interviews;
- Involvement in or connection to nonbinary and intersex community initiatives on personal, local, state, and/or national levels;
- Knowledge of policy advocacy methods on local, state, and national levels, including lobbying, petitions, and more;
- Experience with or knowledge of community-led research projects and methods;
- Experience with or knowledge of sexual, physical, and mental health as they relate to sexual and gender minorities (SGM);
- Strong time management and interpersonal communication skills;
- Strong ability to set personal and professional boundaries;
- Strong mediation and conflict resolutions skills;
- Values around intersectionality, accessibility, cultural sensitivity, user-centered approaches, and trauma-informed care approaches;
- Experience with Google Suite, Zoom, Slack, and other online platforms;

**PREFERRED SKILLS AND EXPERIENCE**

*Applicants do not need to meet all of these skills or experiences.*

- Personal experience with the intersex and/or nonbinary community;
- Community leadership and/or community organizing experience;
- Fluent in English, Spanish, and/or ASL.

**COMPENSATION**

We are an equal opportunity employer. All individuals are entitled to equal employment opportunities without regard to race, color, religion, age, disability, national origin, gender, gender identity, sexual orientation, marital status, ancestry, genetic information, medical condition, veteran status, or any other class protected under federal, state, or local laws.

The range for this position is $25 - $30 per hour. This is a part-time position with a maximum number of hours per week of 20 hours. Due to funding for this position being contingent upon future fundraising and grant efforts, compensation for this position is only offered for the first 5-6 months. If funding is not secured beyond that timeframe, the position will become a volunteer role until funds are available again. This position does not include any benefits and may impact your eligibility for local health benefits if this is your only paid position.
HOW TO APPLY
Please submit your resume, along with a cover letter, to Jamie at info@intersexrecognition.org with the following subject: NIRP Project Director. The 1-page cover letter could include more about you, your reason for interest in this position, how your skills or experience is relevant to or can be applied to this position, any ideas you have for the organization, and how we can contact you.

As an equal opportunity employer, we strongly encourage applications from individuals with varied identities and backgrounds, including intersex, nonbinary, transgender, queer, women, Black, Indigenous, people of color, people who come from low income or working class backgrounds, people with disabilities, and immigrants.

WHAT TO EXPECT
We will try to respond to all candidates in writing, however, due to the volume of applicants, we may be unable to contact every person, but we still recognize and value the time and effort you’ve taken to submit an application.

Our process from submission to offer will look as follows:

1. Candidates who advance to the first interview will meet with the Hiring Committee, composed of NIRP team members and CAB members (4 to 5 people) for 30 minutes. Questions will be emailed to candidates ahead of time.
2. Candidates who advance to a second interview can expect to meet with the Hiring Committee again (4 to 5 people) for up to 1 hour. Questions will be emailed to candidates ahead of time.
3. References will be requested of all finalists prior to potentially extending an offer.