



## Executive Director

### Position Summary

JusticeTrans is looking for an Executive Director, who will be responsible for ensuring leadership at JusticeTrans. The Executive Director will report to the Board of Directors. They will also work closely with the Programs Manager, Director of Finance and Operations, Communications Manager, Research Director, contractual employees, and partners.

### About JusticeTrans

JusticeTrans is a national not-for-profit organization. Our mission is to improve access to justice for Two Spirit, trans, non-binary and gender non-conforming (2STNBGN) communities. We aim to provide accessible legal education to 2STNBGN people by challenging transphobic policy and advocating for community-based transformative social justice. Our vision is to create a world free of transphobia, systemic violence, and injustice, where Two Spirit, trans, nonbinary, and gender nonconforming people can thrive. JusticeTrans does research, advocacy work, and community building, in addition to providing public legal education and information for 2STNBGN communities.

### Key Responsibilities

- The Executive Director ensures JusticeTrans' smooth internal running;
- Has an overview of ongoing projects and supports employees in reaching various milestones;
- Provides mentorship and guidance to the JusticeTrans team;
- Represents JusticeTrans in external-facing contexts;
- Seeks out and collaborates on funding applications, revenue strategy, and budget management in collaboration with the Director of Finance and Operations;
- Collaborates with the Director of Finance and Operations on organizational health and wellbeing;
- Sits on hiring committees and board meetings, plans annual general meetings, engages in strategic planning;
- Liaises with staff, board, and external stakeholders;
- Collaborates with JusticeTrans' board on organizational affairs;
- Initiates, leads, and consults with relevant bodies on governing policies and internal practices;
- Takes ownership of ad-hoc tasks.

### Position Requirements

- Has community organizing experience;
- Leads through principles rooted in advocacy, community care and disability justice;
- Empowers teammates through lateral leadership and humility;
- Positions themselves in alignment with abolitionist and anti-colonial ideologies and practice;
- Has strong emotional literacy and self-awareness, people skills, capacity for nuance, and financial literacy.

## General Requirements

- Grant writing and broader communication skills;
- Ability with general computer use, capable of using/learning to use of software like Microsoft Office Suites, Slack, Zoom, etc.;
- Commitment to social justice and understanding of intersectionality;
- Commitment to trans advocacy and interest in trans access to justice;
- Access to a computer and Internet connection;
- Based and authorized to work in so-called *Canada*.

## Hiring Principles

- JusticeTrans is an organization run *by and for* Two Spirit, trans, non-binary, and gender nonconforming communities (2STNBGNC) and we *exclusively hire* people from these communities. Given the importance of intersectionality for JusticeTrans, we will further be prioritizing those who experience multiple systems of oppression including applicants who are Two Spirit, transfeminine or transmisogyny-affected, BIPOC (Black, Indigenous, Person of Colour), and/or disabled.
- In the spirit of building community capacity, preference will be given to applicants who are currently precarious, ex.: people with a criminal record, on welfare/disability, working in underground economies, sex workers, with no higher education, single parents, etc.
- We are especially looking to hire someone who is not based in metropolitan Ontario or Québec.

## Contract Information

The Executive Director role is a full-time position beginning in September 2023, ending on March 29, 2024, with an expectation that the contract will be renewed for the 2024-25 fiscal year. The annual salary is \$70,000. **JusticeTrans is piloting a flex-time policy that allows full-time staff to work 80-100% of their hours for 100% pay. Staff at JusticeTrans work from home according to preferred schedules; further JusticeTrans offers work options informed by a disability justice perspective.**

## Accommodations and Further Information

JusticeTrans is happy to provide accommodations for candidates during the hiring process and employment. To request accommodations, please email [admin@justicetrans.org](mailto:admin@justicetrans.org).

## Applying and Contact

To apply, please email [admin@justicetrans.org](mailto:admin@justicetrans.org) and include the following:

- a letter or video explaining the following (max 2 pages/5 minutes):
  - how you meet the position requirements and why you'd like to work at JusticeTrans
  - Please feel free to disclose your identities when applying (ex. gender, race, disability, underemployment) so we know to prioritize you! Your safety is important to us so this information will not be disclosed to anyone outside of the hiring committee without your consent; it will be destroyed after the position has been filled.
- a CV or a list of experiences in and outside of work settings which would help you do this job

The deadline to apply is Friday, **August 11<sup>th</sup>**, 2023, at 11:59pm.