

# trans safety emergency fund **Application Manager**

The Trans Safety Emergency Fund - TSEF is a Swiss-based non-profit organization dedicated to providing financial emergency support for Trans individuals in dire situations. **We offer financial assistance for issues related to housing, health, legal challenges, and other urgent needs Trans individuals might face.** As a Trans and BIPOC-led organization, our mission is to foster safety, resilience, and empowerment for our Trans applicants through direct assistance and financial support.

For completing our small team we are looking for an **Application Manager 20% - 30%** starting December 2024 or by arrangement.

**We are looking for a compassionate, dedicated, responsible, and part-time Application Manager with expertise in Project Management, NGO work and Trans- and BIPOC-related topics, to strengthen our team and goals.** Managing and revising requests for financial support from both individuals and local grass-root organizations is the core of our organization. As our Application Manager, you take a key role in our work with and for marginalized Trans people. This position offers a unique opportunity to contribute to our mission and make a meaningful impact in the lives of trans people.

## **Your key responsibilities and -tasks:**

- **Manage Application Process:** You are responsible for the whole application cycle regarding financial support for Trans and BIPOC individuals and grass-root organizations. You check, monitor, and coordinate applications for their completeness, plausibility, and potential fraud. You constantly optimize the application cycle.
- **Conduct Interviews:** You therefore perform online interviews with applicants to better understand their needs and circumstances.
- **Communicate Decisions:** You then inform applicants of the decisions based on board voting decisions. You ensure clear and compassionate communication.
- **Maintain Feedback:** You create and provide feedback options and channels for applicants and maintain ongoing contact to address any further questions or needs.

### Your required profile:

- Profound knowledge and understanding of Trans and BIPOC topics, discourses, and challenges.
- Proven and profound experience in roles requiring detailed-oriented management and effective and compassionate communication.
- Experiences with Trans, queer, and/or BIPOC community and NGO work.
- High level of empathy and excellent people skills.
- Diligent, responsible, reliable, and independent work ethics and mode of operation
- Strong written and verbal communication skills in English. Knowledge of other languages is very welcome.
- Ability to maintain a healthy work-mental health balance and resilience.
- Flexibility to occasionally work evenings or weekends as needed.

### What We Offer:

- **Impactful Work:** Opportunity to make a meaningful impact on the lives of Trans individuals and contribute to social change globally.
- **Inclusive Environment:** Work within a motivated, communicative, and diverse team that prioritizes a humane, fair, and inclusive work environment.
- **Professional Growth:** Access to professional development and networking opportunities within the nonprofit sector.
- **Flexible Schedule:** Part-time position with the potential for remote work arrangements.
- **Supervision:** Paid support by a mental health professional

**As a Trans and BIPOC-led organization, we are looking for community members and/or individuals with strong intersectional awareness to strengthen our team and goals.**

**Applicants must live in Switzerland for legal reasons.**

More information about us under [Trans Safety Emergency Fund - TSEF](#) .

We work with a standardized monthly wage of 6700 CHF (gross, 100%).

Please send your CV and motivation letter to [jobs@transsafety.fund](mailto:jobs@transsafety.fund) by the 31st of October 2024.

Interviews take place on an ongoing basis by appointment.

For questions please contact Sandro Niederer [s.niederer@transsafety.fund](mailto:s.niederer@transsafety.fund)