



**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 and organized part-time Application Manager to join our team. Managing our request for financial support from both individuals and local grass root organizations is the core of our organization. As our Application Manager, you are an important facilitator in our work with marginalized Trans people. This position offers a challenging opportunity to contribute to our mission and make a meaningful impact in the lives of trans people.

Key Responsibilities:

- **Manage Application Process:** Oversee the application cycle, including screening applications for completeness and fraud.
- **Conduct Interviews:** Perform online interviews with applicants to better understand their needs and circumstances.
- **Communicate Decisions:** Inform applicants of the outcomes based on board voting decisions, ensuring clear and compassionate communication.
- **Maintain Feedback:** Provide feedback options to applicants and maintain ongoing contact to address any further questions or needs.
- **Collaborate with Team:** Work closely with the Executive Board, our small team and our current Applications Manager for a smooth on-boarding process and continuous improvement of the application process.

Qualifications:

- Deep knowledge and understanding of Trans topics and BiPOC issues.
- Strong written and verbal communication skills in English.
- Proven experience in roles requiring detailed-oriented management and effective communication.
- Prior involvement in Trans, queer and/or BiPOC community work.
- High level of empathy and excellent people skills.
- Ability to manage multiple priorities effectively, whether working independently or in a team.
- Ability to manage the emotional demands of the application procedure.
- Flexibility to occasionally work evenings or weekends as needed.
- Detailed oriented and diligent work ethics

Bonus points if you have experience in the nonprofit sector, particularly in roles related to application or case management, are proficient in digital communication tools and speak multiple languages.

What We Offer:

- **Flexible Schedule:** Part-time position with the potential for remote work arrangements.
- **Impactful Work:** Opportunity to make a meaningful impact on the lives of Trans individuals and contribute to social change globally.
- **Professional Growth:** Access to professional development and networking opportunities within the nonprofit sector.
- **Inclusive Environment:** Work within a motivated, communicative and diverse team that prioritizes a humane, fair, and inclusive work environment.
- **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 join our team. If you are passionate about supporting Trans individuals and meet most of the qualifications listed, we encourage you to apply.

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 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