 We are excited to say that we are hiring! We are adding several new positions to our team – keep track of this page as it will be updated as we post the new positions.

Gender Spectrum is an equal opportunity employer and we value diverse perspectives and experiences at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, Sexual orientation, age, marital status, veteran status, or disability status. People of color and gender-diverse people strongly encouraged to apply.

Executive Assistant

Gender Spectrum is seeking a dynamic individual to join our team as an Executive Assistant (EA). If you or someone you know can work independently, have excellent communication and interpersonal skills, and can perform a wide range of complex and confidential administrative and clerical support duties, this might be for you. The EA must have an understanding and appreciations of diverse gender and cultural experiences. The full job description with information on how to apply is **here.**

Managing Director

Gender Spectrum is seeking to accelerate our growth in response to an ever-increasing demand for our services. To support this growth, we are seeking a mission-focused, strategic, and process-minded Managing Director to operate as the internal-facing leader of the organization, which will allow us to continue to leverage our Executive Director as an external-facing leader. The Managing Director will partner closely with the Executive Director to chart Gender Spectrum's future growth and strategic response to the need for our services. The Managing Director will lead our staff, fostering a culture of accountability and teamwork and ensuring all staff are supported in aligning their work to our strategic plan and priorities. In addition, the Managing Director will oversee the financial and administrative aspects of the organization and develop, implement, and refine internal policies and procedures necessary to support us as we grow. The full job description with information on how to apply is **here**.

Check back for more openings at Gender Spectrum coming soon.