



Transformation Closet Coordinator Sexual Health Nova Scotia

Contract Term: Tentatively April 2025 - September 31, 2025 at 25-35 hours a week and October 1, 2025 - March 31, 2026 at 20-25 hours a week with possibility of renewal/expansion pending funding (some flexibility around hours built into the role)

Rate of Pay: \$25/hr

Location: Remote, with some travel around Nova Scotia, possibility of working from Halifax Sexual Health Centre

About Sexual Health Nova Scotia:

Sexual Health Nova Scotia (SHNS) represents the provincial network of community-based sexual health centres. We work together to champion positive sexual health throughout the lifespan for all Nova Scotians through the following core activities: Advocacy; Education; Navigation; Partnership.

We are:

- Sex-positive, open-minded, and non-shaming
- Respectful of individuals' confidentiality and autonomy
- Pro-choice
- Trauma-informed
- Committed to an evidence-based approach rooted in best practices
- Mindful of equity and inclusion in all aspects of our work

About the SHNS Transformation Closet:

The Transformation Closet is an initiative that began at the South Shore Sexual Health Centre and has expanded provincially through SHNS. This program offers free gender-affirming gear to trans, non-binary, and gender non-conforming folks across Nova Scotia. The gear we offer includes gaffs, Breast Forms, stand-to-pees, packers, binders, and TransTape. Gear can be picked up at any of our partner locations or, in the case where someone cannot access a center, items can be mailed out. We hope to continue this program and expand it to include wider-reaching promotions, the creation of resources, the development and delivery of virtual events or workshops, and a stronger presence at in-person events. The SHNS Transformation Closet Coordinator will be responsible for all day-to-day operations of The Closet with the support of the SHNS Executive Director.

Key Responsibilities of this Role:

- Researching and ordering low-cost gender-affirming gear in an inclusive range of sizes and colors, maintaining relationships with stockists
- Keeping clear and organized order and inventory records
- Communicating with folks ordering gear and fulfilling orders
- Coordinating delivery, or delivering, gear to our partner pick-up locations
- Expanding our partner pick-up locations in unserved areas of the province



- Promoting the Transformation Closet on social media and other platforms, including the creation of social media graphics and short videos
- Recording, evaluating, and reporting program progress and output
- Developing virtual and print information and safety resources for gender-affirming gear
- Developing and delivering virtual and in-person workshops on gender-affirming gear
- Researching funding opportunities, administering small fundraisers, and writing grant applications to continue and expand the program
- Attending meetings related to gender-affirming gear and support organizational advocacy efforts related to gender-affirming care
- Being a part of the vision and planning for the direction of the program
- Submitting a short monthly report to the SHNS Board of Directors

We are Looking for Someone...

- with lived experience accessing gender-affirming gear or gender-affirming care
- highly organized, with the ability to keep careful track of orders and moving pieces of this program
- who will enjoy engaging with community partners, talking to folks at events, and who will represent SHNS positively and in line with organizational values
- who has experience creating social media graphics and videos, and preferably someone with some promotions knowledge and/or experience
- 2+ years of experience with non-profit programs, preferably with experience coordinating/managing these programs
- who has experience developing and delivering workshops/presentations
- has strong skills writing in English, preference will be given to folks who are also able to speak and write in French and/or Indigenous languages
- has a driver's license and access to a vehicle (mileage will be compensated)
- with a demonstrated passion for community care, trans and nonbinary advocacy, gender, sexual health, and 2SLGBTQIA+ issues
- with an anti-oppressive, anti-racist, disability justice, de-colonial, and trauma-informed lens on all work that they do

APPLICATION DETAILS

We are committed to the principles of equity in our hiring practices and value the knowledge and expertise gained through lived experience. We encourage applications from candidates whose background is diverse in terms of culture, race, language, religion, class, disability, gender identity/expression, and sexual orientation.

There is no such thing as the perfect candidate. Even if you don't meet all the requirements, we encourage you to apply and share your story with us. We want someone who is passionate about accessible gender-affirming care, and about connecting our community with sexual, gender and reproductive health resources.

We believe strongly in accessibility in all the work we do. Accommodations are available on request for candidates taking part in all aspects of the selection process; please advise at any point and we will work with you to meet your needs.

Please send your resume with either a cover letter or 2-3 minute introductory video to executivedirector@shns.ca with "APPLICATION - Transformation Project Coordinator" in the subject line. **Please be sure to include your name in the file names of all documents submitted.**

We thank everyone for their interest but we will only contact candidates selected for an interview. If contacted for an interview please be prepared to provide a minimum of 2 professional references.

