

Financial and Administrative Assistant
International Association of Trans Bodybuilders and Powerlifters

POSITION

Description: Financial and administrative assistant, approximately 10 hours/month; more time will be required for two weeks before and two weeks after the competitions on October 1, 2022. This is a chance to work with caring people deeply committed to human rights for all, as well as diversity, equity, and inclusion.

Responsibilities:

1. Become familiar with the operations of a non-profit organization working in the area of transgender bodybuilding and powerlifting. Our organization includes serving non-binary and gender non-conforming people as well.
2. Become familiar with soliciting and tracking corporate sponsorship, using a Corporate Sponsorship Kit. Develop and maintain a list of corporate sponsors to contact by category.
3. Set up and keep up-to-date the Spreadsheet/List of 501c3 grants.
4. Financial plan: be able to track money in (merchandising, memberships, sponsors, vendors, etc.) and money out (see sponsorship kit).
5. Add to the IATBP operations manual as necessary.
6. Assist with drop shipping and mailing out merchandise, membership kits, and more.
7. Assist in brainstorming, developing, and implementing new means of fundraising and expanding our membership program.

Requirements: Some lifting of up to 30 lbs may be required for this position. Familiarity with Microsoft Excel, Word and PowerPoint; High School diploma or GED. Willingness to learn on the job, be part of a team. It will likely require a reliable form of transportation in order to run errands (making mail runs to the post office, etc.) Because of this, a valid driver's license and ownership of an insured vehicle is preferred. Being located near the Atlanta, Georgia metro area is a huge plus in order to assist with keeping the IATBP headquarters office organized, and be easily accessible around the weeks of the October competition, but it is not a requirement.

Compensation: Pay begins at \$15/hour. This position may be eligible for work-study support for those who may be current students.

Supervision: This position will report to the Executive Director of IATBP.

To Apply: Email a letter of interest and resume to Bucky Motter, contact@iatbp.org. Please be sure to include your name, email and phone number.