

Applicant Liaison – Trans Unity Coalition (TUC)

Volunteer Position | Unpaid | Remote

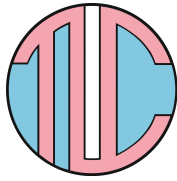
Role title: Applicant Liaison. May be referred to as AL.

Primary Division: Let Live Live (LLL)

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Client services coordinator, program support specialist, relocation coordinator, or case management associate



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the AL role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the Let Live Life team and its resources.

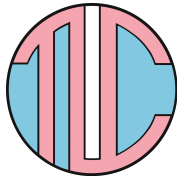
Relocation Facilitator: Directly communicate with LLL applicants to provide and maintain an emotional and logistical support dialogue. Provide updates to the applicant regarding application progress, relay questions and concerns back to travel coordinators (TCs) and leadership, and convey the assurance that someone is there for the applicant.

Initial Evaluation: With application data and consultation with TCs and leadership, conduct an initial meeting with the applicant to determine specific moving needs and wishes. Identify limitations, accommodation need, and any other relevant information to assist applicants in an individualized and careful manner.

Program Follow-up: Reaches out to LLL applicants following relocation to ensure travel needs have been met and to receive program feedback.

Timeliness: To provide quality support for LLL applicants, an AL must have availability for quick response and communication with both clients and leadership.

Time Expectation: AL should expect up to approximately 2-5 volunteer hours per week.



Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the Let Live Life team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.

Background Check: Due to the nature of this role, a background check will be required for those selected as ALs.