



Mailing Address:
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Position Proposal: TGIJP Legal Program Coordinator

Job Description

The TGI Justice Project is seeking a Legal Program Coordinator to join its team to assist TGI members inside and outside of prison with legal needs. The ideal candidate is part of the trans community or has experience working in the trans community, is familiar with the criminal (in)justice system, is flexible and enjoys a family-style work environment.

TGI Justice Project is a group of transgender, gender variant and intersex people—inside and outside of prisons, jails and detention centers—creating a united family in the struggle for survival and freedom. We work in collaboration with others to forge a culture of resistance and resilience to strengthen us for the fight against human rights abuses, imprisonment, police violence, racism, poverty, and societal pressures. We seek to create a world rooted in self-determination, freedom of expression, and gender justice. Our members are low-income transgender women of color and our families who are in prison, formerly incarcerated, or targeted by the police.

Duties MAY include:

Co-coordinate Statewide Prison Visitation Program

- Train and support members to feel ready for prison visits
- File paperwork and coordinate with prison staff to get members cleared for visits
- Attend prison visits
- Track visitation process, linked with strategy and leadership development inside of prisons
- Coordinate follow-up notes and report back from visits

Support Mail Night

- Oversee and answer questions regarding mail being answered by volunteers (legal workers and attorneys)
- Train volunteers on answering letters
- Filter legal issues, advocacy and cases that arise from mail requests to staff and attorneys
- Track follow up and review volunteer attorney's work and responses to legal mail

Support the Legal Mail Program

- Review legal mail
- Conduct legal research in order to respond to people's legal needs and questions
- Provide advocacy for members by contacting prison officials and staff
- Take calls from prison

Co-coordinate Jail Visitation and Criminal Court Support

- Visit TGIJP members in Bay Area county jails
- Work with community partners to support and provide services to TGI people in jail

- Work with public defenders to assist in them providing adequate, culturally competent representation in criminal court.
- Assist public defenders in drafting motions to the court
- Submit letters of support to Judges and District Attorneys
- Advocate for alternative sentencing

Co-coordinate Legal Clinics

- Work with community partners to host legal clinics in our office
- Recruit and train volunteer attorneys
- Track who attends the clinic for services and who volunteered

Support Local, Statewide and National Policy

- Support TGIJP's policy program by conducting legal research related to policies impacting TGI people in prisons and jails.
- Attend hearings at local city halls and/or lobby in Sacramento as needed.

Support Re-Entry Program and Legal Drop-In Needs

- Meet with and provide information and referrals to members
- Support the legal needs of people getting out of prison

Preferred (not required) Qualifications Include:

- Legal research skills
- Prior experience visiting jails and prisons
- Familiarity with players within the criminal (in)justice system, (for example: lawyers, parole officers, prison and jail staff, jail health services, etc.)

To apply

To apply, please submit a cover letter and resume to info@tgijp.org. All questions regarding the position should be directed there as well. **Deadline to apply is October 23, 2017**

Currently and formerly and incarcerated people, people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.