



## **Position Proposal: TGIJP Program Coordinator**

Salaried FTE 35 hours per week at \$40,000 annually, full benefits included

### Job Description,

*Duties MAY include:*

#### 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

#### 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
- Coordinate follow-up notes and report backs from visits

#### Co-coordinate *Stiletto* Production

- Calendar *Stiletto* Production
- Gather content from contributors inside of facilities and out
- Compile and arrange with volunteer designer
- Work with TGI staff for final content and design approval
- Coordinate production
- Facilitate mailing with program staff and mail night volunteers

#### Support Re-entry Program

- Connect formerly incarcerated community members with emergency relief services in San Francisco
- Work with community members to develop plans for housing
- Work with Executive Director and Program Staff to identify new re-entry program members
- Facilitate development of Re-entry Program Team during each 3 month cycle

Develop community programming as needed

- Coordinate gatherings and events locally to address the concerns of formerly incarcerated trans, gnc and intersex people
- Connect with organizations in the Bay Area that host relevant programming and facilitate members engaging the spaces and community of said organizations
- Support with any actions community members

**To apply**

To apply, please submit a cover letter and resume to [info@tgijp.org](mailto:info@tgijp.org). All questions regarding the position should be directed there as well.

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.