



Position Proposal: TGIJP Program Coordinator

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

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

Applicants can submit applications to info@tgijp.org. All questions regarding the position should be directed there as well.