

Job Opening at Transgender Law Center

Position: Legal Services Project Manager or Attorney
Location: Oakland, CA
Reports to: Managing Attorney
Status: Fulltime, Exempt
Deadline: Applications reviewed on a rolling basis, please apply as soon as possible

POSITION SUMMARY

Transgender Law Center's Legal Services Project Manager will work at the heart of a movement of transgender people and allies, collaborating to change laws, policies, and attitudes to ensure that we can all live as our authentic selves. The position could be a good fit for an attorney, but non-attorneys are also encouraged to apply.

The Legal Services Project Manager will take the lead in planning, rolling out, and overseeing TLC's new Legal Services Project. The Project includes all of the organization's legal information, pro bono legal services, and know-your-rights education work, including the Legal Information Helpline, TIDE (Trans Immigrant Defense Effort), and the volunteer-staffed prison mail component of the Detention Project. This staff person will be generally responsible for ensuring those separate pieces are coordinated, as a project manager, and will also be directly responsible for several specific elements of the work.

The Legal Services Project Manager will work with law firms and community organizations to organize legal clinics staffed by volunteer attorneys, and, in collaboration with other staff, will recruit, train, and match pro bono attorneys to assist transgender and gender nonconforming (TGNC) people with issues including immigration, name and gender change, police misconduct, prison/jail conditions, and criminal record expungements. They will also collaborate with grassroots TGNC groups to develop community-led legal education strategies that place directly impacted community members at the center of their own defense and advocacy, and train community leaders to assist others with simple legal issues. They will also organize regular know-your-rights webinars and create and maintain a robust body of publications and legal information for community members seeking help.

RESPONSIBILITIES

- Coordinate and oversee all aspects of TLC's provision of legal information, know-your-rights education, and pro bono direct legal services.
- Supervise the Bilingual Helpline Assistant and other staff, volunteers, and interns as needed.
- Help coordinate volunteer-staffed prison mail response program.
- Recruit and maintain relationships with pro bono attorneys who can provide direct assistance to TGNC people.
- Provide training and ongoing technical assistance to attorneys who take on pro bono cases.
- Collaborate with TLC's Director of Programs, other program/organizing staff, and grassroots TGNC groups to coordinate legal education strategies and organize legal clinics in communities across the country.
- Create and lead "train-the-trainer" programs to support community organizations and law firms interested in hosting legal clinics or otherwise providing direct pro bono legal assistance to TGNC community members.
- Create and lead know-your-rights trainings for community members, including webinars.

- Work with the Bilingual Helpline Assistant and other legal and communications staff to create and maintain legal information and publications on the TLC website.
- Constantly seek out innovative ways to improve the delivery of legal information and assistance to TGNC community members.

REQUIREMENTS

- For Legal Services Project Attorney: Law degree and membership in the bar of at least one state.
- A minimum of two years' experience that prepares the applicant to perform the above responsibilities.
- Familiarity with legal issues impacting the transgender community.
- The ability to explain legal and other complex issues in clear, persuasive terms for non-lawyer audiences.
- Strong skills at working collegially and collaboratively within the organization and with outside partners including advocacy organizations, lawyers and law firms, and grassroots organizations and leaders.
- Experience working in teams with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender, and generational backgrounds.
- A demonstrated commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple communities TLC represents.
- High levels of initiative, creativity, and good judgment.
- Enthusiasm for the work of the organization and its potential.
- Experience supervising staff or interns.
- Willingness to travel regularly and work extended hours as necessary.

PREFERRED QUALIFICATIONS

- Experience providing direct legal services in one or more of the following areas: name/gender changes, criminal defense, police misconduct, or other legal services for low-income clients.
- Experience working in the transgender community or communities of color.
- Project management Experience with program development.
- Proficiency in a language other than English.

SALARY AND BENEFITS

Salary range is competitive and commensurate with the candidate's experience and skills. Benefits include comprehensive health (medical, dental, vision and FSA), matched retirement savings, three weeks' vacation, sick and family leave, and sabbatical program.

APPLICATION

Apply online at: <https://transgenderlawcenter.recruiterbox.com/jobs/fk0musw>

Applications are reviewed on a rolling basis until the position is filled. Please submit your application as promptly as possible.

Transgender Law Center is proud to be an affirmative action employer. People of color, women, people with disabilities, and people who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

More information about TLC can be found at www.transgenderlawcenter.org.