

**Contract Opportunity at Transgender Law Center**

**Service:** Contract Helpline Attorney  
**Location:** Oakland, CA  
**Reports to:** Helpline Manager  
**Length:** December 1, 2016-January 31, 2017  
**Hours:** 40 hrs/week preferred, negotiable  
**Hourly rate:** Negotiable  
**Deadline:** December 1, 2016

**CONTRACT POSITION SUMMARY**

This is a two month full-time contract for a skilled, experienced, and motivated lawyer.

The Contract Helpline Attorney will support the Helpline Manager in the operation of TLC's Legal Information Helpline on a short-term basis. The Helpline provides the public with legal information about transgender legal issues in all 50 states, as well as referrals to lawyers and other organizations that can assist them. It is free, confidential, and staffed by staff, volunteers and interns. TLC's Helpline plays the vital role of educating individuals about their rights, and helping TLC attorneys identify patterns of discrimination and cases that may be appropriate for litigation.

**RESPONSIBILITIES**

The Contract Helpline Attorney will focus on answering a high volume of calls and requests for legal information.

Specific responsibilities include:

- Answer Helpline inquiries that come in via phone or internet submissions, listen and respond to voicemails, and conduct intakes of Helpline callers.
- Liaison with Helpline Manager and TLC attorneys about complicated or urgent matters and possible issues that may be appropriate to consider for litigation.
- Perform legal research on the issues that are presented by Helpline callers and upload legal information and referral resources into TLC's legal wiki (an online resource for staff and volunteers that catalogues legal information relevant to transgender people across the US).
- Assist the Legal Department in writing and editing legal information materials for the transgender community and the general public.

**REQUIRED QUALIFICATIONS**

- Law degree from an accredited law school.

- Familiarity with transgender legal issues.
- Connection and familiarity with issues affecting TGNC communities.
- A high level of independence and initiative, creativity, and good judgment.
- Excellent communication skills.
- A demonstrated awareness of and commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple communities TLC represents.
- Enthusiasm for the work of TLC.

#### **PREFERRED QUALIFICATIONS**

- Experience with racial justice and/or trans justice work.
- Experience working or volunteering for a legal information line or legal referral services program.

#### **RATE**

Rate is commensurate with experience.

#### **APPLICATION**

Apply online at: <https://transgenderlawcenter.recruiterbox.com/jobs/fk0692e>

Applications will be considered on a rolling basis, with the contract to start by December 1, 2016. Early submissions are strongly encouraged.

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

More information about TLC can be found at [www.transgenderlawcenter.org](http://www.transgenderlawcenter.org).