

# Resource and Advocacy

## Coordinator for Trans Prisoners



Ingersoll Gender Center is one of our nation's oldest organizations by and for transgender and gender diverse communities. As we look towards our 42nd year of working in our communities we are excited to continue building our work and expand our impact in 2019. We are excited to announce that we are hiring a Resource and Advocacy Coordinator for Trans Prisoners to take on important pieces of our current and expanding work supporting trans and gender diverse folks who are incarcerated. This position is a part time contract from the start date through the end of 2019 with the hopes of building in to a long term, full time position.

We strive to be intentional in our hiring processes; each time we're able to expand our staff we see it as an opportunity to interrupt the cycles of economic injustice that bar our communities from accessing employment, building skills and investing in the leadership development of our own communities. With that in mind we prioritize applicants that have first hand experience in navigating the oppressive systems that trans and gender diverse people face.

Think you may be the amazing human we're looking for? Take a look down below at what you can expect from our workspace and team, things you should know about the Coalition for Trans Prisoners, the experiences we're looking for, the responsibilities of the role, compensation and benefits and how to apply. Any questions can be directed to [hire@ingersollgendercenter.org](mailto:hire@ingersollgendercenter.org) - no phone calls please.

### What you can expect from our work space and team:

- Our current space is at 911 E Pike. You can find more information about our space online [here](#). You will have your own desk and computer but will work in an open office setting.
- You may need to work evenings and some weekends as well as working from Coalition partner offices (in Seattle) as needed.
- We are an unapologetically trans led organization. There is no one way to be trans and we work with and support trans folks of all different genders, sexual orientations, races, ages, abilities, etc. We are looking for folks who will add to our rich understanding of trans identities and challenge privileged perspectives on gender and trans identity.
- We are an organization committed to centering an anti-racist approach. This is a larger organizational shift that is underway at Ingersoll. Folks looking to join our team should be ready to actively participate in conversations and work to align our approaches with our values.
- While we have ambitious goals and a serious focus on implementing our mission to achieve our vision we encourage proactive self care - sometimes that looks like office dance parties or lunch time neighborhood food adventures. We expect folks to actively work to get their needs met and communicate when they need support.

### About the Coalition for Trans Prisoners:

The Coalition for Trans Prisoners began in November 2016, and was initially formed by trans-led community organizations and local civil legal aid organizations coming together to address the lack of access to legal name changes for trans people incarcerated in Washington prisons. Since that time, the Coalition has grown in membership and scope. We are in the midst of foundational structural and strategy developments, both with our agenda for systemic policy changes and our approaches to ensure the leadership and direction of currently imprisoned members. We are committed to relationship building, self-determination, and the leadership of currently imprisoned people. Our priorities are set by trans people who are imprisoned, and our work strives to balance meeting immediate needs and advocating for systemic change. We seek to counter the abandonment of our communities behind bars by documenting their experiences, fighting for their rights, and leveraging their experiences for larger systemic change.

### Desired Experiences and Skills:

- A demonstrated commitment to [our mission, vision and values](#).
- Experience in and/or working with transgender, gender diverse and gender nonconforming communities.
- Ability to speak, read, and write in English; strong candidates may have additional languages skills.
- Experience in and/or working with trans communities of color.
- Experience in and/or working with folks with disabilities and neurodiversities.
- Experience supporting and working with people navigating trauma and/or in crisis.
- Experience working in coalition, networking or community organizing
- Experience in communicating and/or working with people who are incarcerated.
- Experience in facilitating meetings focused on anti-oppression and social justice topics.
- Experience in communicating with collaborators with varying perspectives and interests.
- Experience managing larger projects that span multiple months.
- Experience using Google Suite, iWork and Microsoft Office products and basic data entry tools.

### Responsibilities:

- Acting as the main coordinator for the Coalition for Trans Prisoners:
  - Drive and coordinate the implementation of the Coalition's 2019 work plan; monitoring progress and supporting members to achieve their goals.
  - Actively facilitate monthly meetings,
  - Ensure full participation of our Inside Advisory Board members; maintaining regular communication, facilitating their participation in decision making processes, etc.
  - Support coalition members to grow our work and coalition with strategic outreach and networking.
  - Maintaining Coalition communications structures; website, social media, etc.
- Responding to requests from and making referrals for trans and gender diverse folks who are incarcerated.

- Informing Ingersoll policies and services to better serve trans and gender diverse folks returning to community.
- Supporting Ingersoll outreach and other program efforts as needed and capacity allows..

### Compensation and Benefits:

- This position is part-time, \$23.00/hour for 20 hours a week starting on April 15th through the end of the year.
- We provide excellent, 100% employer paid, healthcare. At this time we don't cover any additional dependent healthcare premiums.
- Generous pro-rated vacation time package in addition to paid sick and safe leave.
- Employer paid annual ORCA Transit passes are available upon request.

### How to Apply:

- Please submit a cover letter (no longer than two typed pages, size 12 font), a resume (no longer than two typed pages, size 12 font), two professional references (including phone numbers and email address they can be reached at) and written responses to the below questions (no longer than two typed pages, size 12 font) to our hiring committee, via email at [hiring@ingersollgendercenter.org](mailto: hiring@ingersollgendercenter.org). Use "Resource and Advocacy Coordinator for Trans Prisoners - Your name" in the subject line.
- In your cover letter please share with us your passion and/or connection to our mission and values and your experience in supporting trans and gender diverse folks who are incarcerated.
- Please respond to the following questions in a separate document so that we may send these to our Inside Advisory Board (IAB) members to review:
  1. What would you want our IAB members to know about you?
  2. What's your experience in engaging, supporting or communicating with incarcerated individuals?
  3. Please briefly share with us your thoughts on reform efforts and abolition strategies.
- The interview process will consist of one interview with one Inside Advisory Board member present for each interview alongside outside coalition members.
- Applications will be accepted until the position is filled but our priority review deadline is noon on February 15th, 2019.

*Ingersoll Gender Center is an equal opportunity employer. Ingersoll does not discriminate on the basis of race, ethnicity, color, gender identity or presentation, sex, marital status, sexual orientation, age, religion, immigration status, and the presence of any sensory, mental or physical disability in employment, volunteer opportunities or services rendered. **Transgender, gender nonconforming, gender diverse, intersex and two-spirit people are highly encouraged to apply.***