

Job Description - Inside Advocacy Fellowship

Inside Advocacy Current Duties:

Creating resource packets for people getting released.

- ❖ Creating a location based resource packet for grant recipients that are on the inside and getting released within one year of initial contact or aid.

Researching barriers for name changes for folks with records.

- ❖ Work with recipients and research team to find and navigate barriers for name/document changes for grant recipients with previous records.

Create Barrier/IA database.

- ❖ Work with research team to add any document barriers for people with records to a database.

Coordinating with other orgs on fundraisers.

- ❖ Work with partnered orgs on holiday fundraiser and any social media, project collabs, fundraisers that may come up.
- ❖ Establish new relationships with other orgs that do trans prisoner advocacy.

Coordinating monthly commissary stipends and post release grants.

- ❖ Work with microgrants team and recipients to oversee stipend payment schedule and logistics.

Writing to applicants & clients on the inside

- ❖ Keeping up with written communications

Other Duties Will Include:

- ❖ Expand Inside Advocacy program based on lived experience.
- ❖ Finding any loopholes in system + help current program have more structure.
- ❖ Establish new relationships with other orgs doing trans prisoner, and post release, support.
- ❖ Creating post release grants application.

Qualifications

- Good communication and interpersonal skills, especially on the phone.
- Proficiency navigating conversations about gender and money
- Access to a phone - you will be answering calls on your phone.
- Access to the internet - all our trainings and ongoing communication between staff and you will be online. You also need to be able to access the internet to find resources and keep in touch with your team.
- Empathetic communication & compassion
- Experience navigating bureaucratic systems around changing identifying documents is preferred, but not necessary.
- Any combination of education, experience and training that demonstrates the ability to perform the duties of this position is qualifying.

Strongly Preferred Qualifications:

- Lived experience as an incarcerated trans person strongly preferred.

Compensation & Timeline:

- We are offering this position as a part time contracted job paying \$15.00 an hour for 20 hours of work a week.
- 12-month contract beginning date of hire, with potential to renew contract depending on budget.
- This Job is remote and can be done anywhere with internet access.

To apply please send a resume or CRV to microgrants@translifeline.org and title the subject “Inside Advocacy Fellowship” please also include 300-500 words in the email explaining why you are fit for the job.

**People with lived experience as a formerly incarcerated trans person can count that as work experience on resume, or opt out of sending a resume and CRV but still include 300-500 words in an email speaking to their experience.