

## **Transgender Law Center Job Opening: Health Policy Manager**

The Transgender Law Center is a groundbreaking civil rights organization working throughout California to ensure that all of us are able to fully and freely express our gender identities. Every day we connect transgender people and their families to technically sound and culturally competent legal services, increase acceptance and enforcement of laws and policies that support California's transgender communities, and work to change laws and systems that fail to incorporate the needs and experiences of transgender people.

We are seeking a full-time professional to work closely with the Executive Director to oversee TLC's health programs and policy advocacy work. The Health Policy Manager will deepen TLC's education and advocacy on behalf of laws, policies and programs that increase access to quality healthcare for transgender people.

### **Principle Duties:**

- Shape the development of objectives, strategies and priorities for TLC's health advocacy programs in partnership with the executive director and legal director.
- Direct and implement a robust set of healthcare-related programs and policy efforts, including projects to increase access to culturally competent community clinics; eliminate transgender-specific insurance exclusions; and end discrimination based on gender identity or expression in healthcare settings.
- Lead legislative and administrative advocacy to eliminate barriers to healthcare and insurance coverage.
- Create advocacy tools based on actuarial and utilization data to support the case for removing trans-specific exclusions from public and private insurance.
- Provide advocacy training to health providers and consumers throughout the state to increase public will and advocacy for transgender-inclusive services and insurance coverage on the local, state and national levels.
- Organize and present "elimination of bias" and insurance/healthcare advocacy trainings for healthcare providers, insurers and community members throughout California.
- Manage current relationships and create new partnerships with health and health advocacy organizations.
- Develop/coordinate ongoing messaging and communications regarding healthcare and insurance coverage.
- Work closely with TLC staff to develop communications for e-advocacy campaigns and assist with the preparation of press releases, statements and other media materials related to key initiatives.
- Other duties as assigned.

### **Required Qualifications:**

- Self-motivated professional with excellent verbal and written communication skills.
- Substantive knowledge of transgender health and policy issues.
- Exceptional interpersonal skills.

- Experience working in deadline-driven environments, and proven ability to meet deadlines.
- Willingness and ability to work long hours, including evenings and weekends, and travel.
- Demonstrated ability to work as part of a team and with people from a variety of different racial, ethnic, socioeconomic, educational, religious, sexual, gender and generational backgrounds.
- Ability to work without close supervision on both assigned and self-initiated tasks.
- Excellent communication skills, including the ability to write clearly, speak in public and facilitate large and small meetings. Demonstrated experience tailoring messages to different types of audiences is also necessary.
- Demonstrated commitment to social justice, anti-oppression work and LGBTQ rights.
- Core computer skills in Microsoft programs including Word, Excel, PowerPoint and Outlook.

**Preferred Qualifications:**

- At least three years of policy advocacy experience.
- Active California bar license in good standing.
- Experience working with the transgender community.
- Proven ability to work with a group to plan and implement social change strategies to address a pressing problem of systemic discrimination, isolation and/or oppression.

**Compensation and Benefits:**

- Full-time, exempt position reporting to the Executive Director.
- Salary commensurate with experience.
- Vacation, medical and dental benefits.

To apply, email **cover letter, resume and two policy-related writing samples** to [jobs@transgenderlawcenter.org](mailto:jobs@transgenderlawcenter.org). Please include **“Health Policy Manager”** in the subject line of your email.

Or mail your application to:  
**Job Search – Health Policy Manager**  
**Transgender Law Center**  
**870 Market Street, Suite 822**  
**San Francisco, CA 94102.**

The position will be filled as soon as the appropriate candidate is found. It is therefore recommended that you submit your materials as promptly as possible. Only those applicants selected for an interview will receive a response.

**No telephone calls please.**

The Transgender Law Center is an Affirmative Action/Equal Opportunity Employer. Transgender applicants and applicants of color are strongly encouraged to apply. For more information about TLC, check out [www.transgenderlawcenter.org](http://www.transgenderlawcenter.org).