



Policy Advocate (or Counsel) or Senior Policy Advocate (or Counsel)

The National Center for Transgender Equality (NCTE) seeks a Policy Advocate or Counsel to be part of NCTE's state and federal policy advocacy. The Policy Advocate or Counsel will write policy recommendations, provide expertise on relevant issues affecting transgender people, and build collaborative relationships with advocates, decision-makers, and issue experts to further NCTE's policy goals. A law degree is helpful but NOT necessary for this position.

About NCTE and NCTE Action Fund

Since its founding in 2003, NCTE has been a strong voice for transgender people in our nation's capital. NCTE is a 501 (c)(3) non-profit that advocates for policy change at federal, state, and local levels and works to increase societal understanding and acceptance of transgender people. NCTE has a serious commitment to approaching and engaging in its work with an awareness of how racial and economic justice intertwines with transgender justice, and a commitment to ensuring that policymakers and society understand the connection as well. Launched in 2017, the National Center for Transgender Equality Action Fund (NCTE Action Fund) is a 501(c)(4) non-profit advocacy organization fighting for transgender equality at the local, state, and federal levels, affiliated with NCTE. The two organizations share office space and staff, including this position.

Key Duties/Responsibilities:

- Serve as a policy expert and advocate on a portfolio of state and federal policy issues affecting transgender people
- Track, analyze, and write policy recommendations and public comments on state and federal legislation, regulations, guidance documents, and other policies
- Write other policy documents including know-your-rights guides, fact sheets, advocacy letters, and other public education and advocacy materials
- Build and maintain collaborative relationships with state and federal legislative and agency staff to provide technical assistance and support policy advocacy
- Build and maintain collaborative relationships with state and national partner organizations to provide technical assistance in support of NCTE's policy goals
- Provide partners with legislative and policy analysis, draft policy language, talking points, and other technical assistance in accordance with NCTE's policy goals
- Build and maintain collaborative relationships with professional associations and subject matter experts to act as validators for administrative, regulatory and/or legislative processes
- Develop and provide training and educational presentations for government, educational, and business organizations and associations and for conferences around the country
- Develop and maintain up-to-date NCTE's online resources on relevant issue areas

- Respond to individual inquiries from community members, their families, and professionals on relevant issue areas
- Work with NCTE's communications team to produce publications, website and blog content, action alerts, op-eds, and similar materials and to respond to press inquiries and interview requests on relevant issue areas

Qualifications:

- **Experience:** Two years of demonstrated policy or governmental advocacy experience is required. We are open to candidates who have a range of work experience, from just a little experience to decades of experience.
- **Education:** A college degree is NOT required. If a candidate is a lawyer, the title will be Policy Counsel or Senior Policy Counsel instead of Policy Advocate or Senior Policy Advocate.
- **Transgender Expertise:** An understanding of issues affecting transgender people as well as an understanding of how racism, classism and other systems of inter-connected oppressions affect trans people.
- **Understanding Racial and Economic Justice:** A nuanced understanding of racial and economic justice and systems of inter-connected oppressions and how these issues affect policy development.
- **Collaborative Spirit:** Ability to work as an integral part of a team of hard-working, energetic professionals, taking input from a diverse group of colleagues.
- **Time Management and Detail Orientation:** Excellent organizational, prioritization, and time-management skills, detail-oriented, including ability to manage multiple tasks independently.
- **Self-direction:** Takes initiative and is ambitious to ensure that all projects are moving forward and solving problems as they come up.
- **Optimism:** An optimism that is unwavering, with a can-do attitude and a problem-solving orientation, and the assumption that most people are also trying to improve the world.
- **Strength and persistence:** The ability to be exposed to transphobia and other kinds of discrimination or stress on a daily basis and keep fighting hard for transgender equality.
- **Flexibility:** Ability to shift one's work and expectations given the nature of our work and how it can change quickly.

Salary and Benefits

For many years, NCTE has maintained high-level benefits and competitive salaries. For this position, the salary range is \$55,000-70,000 for Policy Advocate or Counsel, and \$70,000-82,500 for Senior Policy Advocate or Counsel, with the candidate's skills and experience determining where they fall in the range. In addition, for candidates with more than 10 years of experience, salaries above this range may be considered. NCTE offers a strong, generous benefits package that includes 100% employer-paid health, dental, and vision insurance, employer contributions to retirement, pre-tax Metro benefits, paid holidays, vacation, sick and volunteer time off. For information about salary, benefits, and working at NCTE, see <https://transequality.org/about/jobs>.

Location

The Policy Counsel/Advocate is a full-time position located in and working out of Washington, DC. For applicants who reside outside the Washington, DC metropolitan area, NCTE offers assistance with relocation expenses. *Note: The health of our community is important, especially during the COVID-19 crisis. We anticipate this position starting as remote.*

Application and Timeline

Apply via our Applicant Portal at: <https://secure.entertainment.com/ta/NCTE.careers?CareersSearch>. Please, no calls. For more information about timeline and what to expect during the application process, see <https://transequality.org/about/jobs>.

Equal Opportunity

The National Center for Transgender Equality is an equal opportunity employer. For our full EEO policy, see <https://transequality.org/about/jobs>.

NCTE is committed to creating a diverse staff made of people who are hardworking, kind, optimistic and committed to social justice from all segments of the transgender and allied communities.

Transgender people, including non-binary people, people of color, people who were formerly incarcerated, and people with disabilities are particularly encouraged to apply.

NCTE provides reasonable accommodations for the application, interview, or any other aspect of the employee selection process to applicants with disabilities. Please contact us via our confidential medical email at accommodations@transequality.org so your request can be handled appropriately and confidentially.