

## **Transgender and Gender Non-Conforming Research Project - Fellowship**

Policy and Communications Department, DC Office of Human Rights

### **BASIC FUNCTION**

Assist the policy and communications team in reviewing and collecting information regarding the experiences of the transgender and gender non-conforming communities regarding employment. The fellow will report to the Community Outreach Coordinator.

### **COMMITMENT AND COMPENSATION**

The fellow is expected to work 20 hours per week (16 hours in the office and 4 hours outside of the office). The fellowship lasts three months, and a stipend of \$1,000 per month will be provided. The fellowship will begin late January or early February 2015.

### **EXPERIENCE REQUIREMENT**

Experience in online research and data collection is required. Experience working on issues facing transgender or gender non-conforming individuals and communities is required.

### **KNOWLEDGE REQUIREMENT**

- Exceptional writing, organizational, and research skills.
- Ability to maintain confidentiality.
- Familiarity with transgender and gender non-conforming communities and organizations.
- Strong attention to detail.
- Proficiency in Microsoft Office Suite programs (particularly Word and Excel) is required.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Conduct research on barriers to employment experienced by transgender and gender non-conforming communities.
- Build and strengthen relationships between the agency and advocates and community members.
- Determine community concerns and develop solutions.
- Assist with other tasks as needed.

**To Apply:** Send a resume and a cover letter (describing your experience and ability to conduct research, collect data, etc.) to [teresa.rainey@dc.gov](mailto:teresa.rainey@dc.gov). Applications will be accepted until COB on 12/18/14.