

## **JOB ANNOUNCEMENT**

### **Program Associate**

*Fall 2017*

#### **Overview**

Partnership for Safety and Justice (PSJ) seeks a skilled, motivated, and enthusiastic Program Associate. Our ideal candidate will bring a mix of detail-oriented data management and event coordination skills with a passion for community engagement and base building.

This is a regular, non-exempt, full-time position based in Portland, Oregon. Requires occasional weekends, evenings, and in-state travel. Reports to the Finance and Operations Director.

#### **About PSJ**

PSJ envisions a society where responses to crime uplift every person's humanity, opportunity to heal, and right to justice. To achieve this vision, PSJ advocates for policies that make Oregon's approach to public safety more effective and just for people convicted of crime, survivors of crime, and the families of both. This includes strengthening policies that support people harmed by crime, advocating for evidence-based crime prevention programs, and ending mass incarceration and over-criminalization. PSJ particularly engages people and communities of color who are disproportionately harmed both by crime and by over-incarceration. To learn more about PSJ, visit [safetyandjustice.org](http://safetyandjustice.org).

#### **Summary of Responsibilities**

##### **Development, Communications, and Program Support**

- ✪ Coordinate events, including outreach, logistics, scheduling, materials, registration, photography, data entry, and follow-up.
- ✪ Support community outreach, engagement, and leadership development activities including electronic and physical mailings, tabling, phone banks, trainings, and public presentations.
- ✪ Process donations and acknowledgement letters.
- ✪ Proofread and edit communications materials. Support website maintenance and social media presence.

## **Database Management**

- ✦ Work with Finance and Operations Director to set and enforce database standards, policies, procedures, and controls for our on-line CRM.
- ✦ Oversee database performance, upgrades, and improvements to ensure ongoing alignment with organizational information needs.
- ✦ Maintain and update advocate and donor records, build queries, and coordinate mass email lists and mailings.

## **Overall Organizational Support**

- ✦ Primary phone coverage, welcome guests, field general inquiries, monitor general email and voicemail boxes, and process incoming and outgoing mail.
- ✦ Maintain and purchase office supplies and postage.
- ✦ Maintain office equipment and troubleshoot technology as needed.
- ✦ Other administrative tasks as needed and available.

## **Qualifications**

- ✓ Commitment to crime survivor and criminal justice reform that promotes healing for survivors, people convicted of crime, and the families and communities of both. Curiosity about public policy change processes.
- ✓ Strong interpersonal skills with a demonstrated ability to work closely and effectively with people from different racial, cultural, and class backgrounds and across generations.
- ✓ Very detail-oriented and accurate with an ability and ease in moving between specific details to big picture and back again.
- ✓ Strong written and verbal communications skills. Public speaking, training, and meeting facilitation experience will be helpful.
- ✓ Collaborative nature with a high capacity for working effectively in a team setting, as well as the ability to self-motivate and self-direct.
- ✓ Strong project management skills with excellent detail tracking and follow through. Demonstrated ability to manage complex timelines, meet deadlines, coordinate multiple projects simultaneously, and effectively prioritize tasks.
- ✓ Excellent computer skills including significant database experience and a high degree of comfort and confidence with Excel, Word, and hardware and software troubleshooting. Experience with CRMs, website maintenance, and publishing software a plus.
- ✓ Experience or strong interest in event planning, fundraising, and community outreach a plus.

## **Compensation**

\$17 - \$19 per hour, depending on experience. Excellent benefits package with full medical and dental insurance and generous vacation, holiday, and sick leave.

## **How to Apply**

Submit a current resume and cover letter explaining your qualifications and interest in this position. Interviewees will be asked for a writing sample and three references.

Position will remain open until filled. For best consideration, email your application by 9:00 am on Thursday, November 16, 2017 to [jobs@safetyandjustice.org](mailto:jobs@safetyandjustice.org), and place "Program Associate" in the subject line.

Questions about the position or application process? Call Anita at 503-335-8449.

*PSJ is an equal opportunity employer committed to an inclusive and multicultural work environment. People of color, women, people with disabilities, LGBTQ candidates, survivors of crime, and people convicted of crime are encouraged to apply.*