



# OUT FOR JUSTICE

<b>Job Title:</b>	Program Manager	<b>Position Duration:</b>	Permanent
<b>Total Payment:</b>	\$32.31/ hour	<b>Time Commitment:</b>	Part-time/ 30 hours weekly

## Job Description:

### Purpose

The program manager will supervise and develop Out for Justice's bail out efforts, legislative efforts, and educational workshops. This position will also work closely with the outreach coordinator to ensure that members are connected to a wide variety of services through our rapid response program. The ideal candidate for this position is an energetic, self-starter who is well organized.

### Primary Responsibilities and Duties

The Program Manager performs a wide range of duties, including some or all of the following:

- Developing a comprehensive bail out program in conjunction with bail out partners for the Black Mama's Bail Out and the Father's Day Bail Out
- Providing referrals to direct supports
- Providing consistent follow-up to those supported through our bail out efforts
- Assisting in creating a mechanism by which to identify and prioritize certain legislation that OFJ should support or oppose
- Assisting in creating and disseminating policy write-ups and policy statements to legislators and the larger community in conjunction with the executive director
- Planning and coordinating at least one educational workshop per quarter (virtual or in-person)
- Creating, directing and managing all logistical aspects of bail out efforts, legislative efforts, and educational workshops, including creating and managing event materials, registration forms and feedback surveys in conjunction with the executive director
- Working alongside the operations administrator to train and retain a volunteer outreach team for assigned programs
- Managing program budgets
- Utilizing Microsoft Excel and Google Sheets to track organizational activities and other program data
- Attending priority meetings including, but not limited to, a 1 hr. core team meeting and support meeting
- Attending all mandated trainings and professional development opportunities
- Completing regular reports and data collection pertaining to assigned programs
- Following organizational policies and procedures as outlined in the employee handbook and fulfilling duties as described in job description
- Fulfilling all other duties as assigned



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## Position Requirements

- High school diploma or two (2) years of related experience
- Strong written and verbal communication skills
- Self-managing and possesses the ability to take initiative
- Must be extremely organized
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word, Google Doc, and Google Suites
- Willingness and flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

## Ideal Candidates

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity
- Passionate about helping people who have served time in jail or prison by providing them support
- Passionate about the criminal justice system and policy reform that improves educational and employment opportunities for people impacted by the system
- Detail-oriented, organized, and adaptable, with the ability to manage multiple priorities simultaneously
- Proactive, self-starter who uses good judgment when engaging with others in professional settings
- Comfortable using technology to connect with others and excels in an autonomous environment
- Basic understanding of challenges facing individuals and families facing poverty and issues with the criminal justice system

## To Apply

Email cover letter, resume/cv, two (2) writing samples and three (3) references to [getinfo@out4justice.org](mailto:getinfo@out4justice.org). Please include 'Program Manager Application' in the subject line.

Applications will be reviewed on a rolling basis. Out for Justice seeks to fill this position by May 2021.



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