



Program Assistant Position

The New Jersey Institute for Social Justice (the "Institute") is looking for a dedicated, intellectually creative, entrepreneurial team player to serve as our Program Assistant to support the organization's legal policy program and the Institute's operations.

The Institute is seeking to hire a Program Assistant who can provide administrative and logistical support to the legal team, while working collaboratively with the entire staff to provide support as needed.

Responsibilities include:

- Managing the calendars and scheduling for the legal team, including scheduling internal and external meetings, trouble-shooting schedule conflicts, and maintaining prompt communication with staff and partners.
- Coordinating and staffing conferences and meetings with collaborative partners, including scheduling large and small meetings, following up with partners, and arranging logistics for events.
- Providing operational support to the legal team, including communicating with partners involved in the Institute's various initiatives and coalitions, assisting with travel arrangements and expense reimbursements, and finalizing the details for legal team speaking engagements and other external events.
- Facilitate project coordination between legal, operations, and communications staff.
- Attend staff meetings, other administrative meetings, and events.
- Assisting with the planning and helping to execute organizational and programmatic strategic planning.
- Assisting in preparation of grant proposals and reports.
- Assisting in the management of the internship program.
- Other duties as assigned.

Qualifications:

- Preference for a Bachelor's Degree or at least two years of relevant work experience.
- Ability to work effectively with diverse coalitions and community groups, particularly of color, and to work across political ideology, race, ethnicity, socio-economic circumstances, religion, gender, sexual orientation, and religion.

- Passion for racial and social justice.
- Excellent writing skills; superior attention to detail; ability to work on multiple projects simultaneously; good problem-solving skills and a positive, professional attitude with excellent judgment, flexibility, determination, and grace in a sometimes high-pressure office.
- Integrity, honesty and a balanced, non-partisan approach.
- Excellent written and oral communications skills.
- Demonstrated ability to work effectively in a collaborative context, both internally and externally, including a willingness to accept feedback, communicate openly, listen well, and learn from others.
- Excellent judgment and follow through.
- Outstanding interpersonal skills, including tenacity and flexibility.

Compensation: This is a full-time, at-will position. Salary is commensurate with experience and includes excellent benefits, including health, a 401(k) plan with an employer contribution, and generous vacation, sick, and holiday leave. This is a grant funded position.

Applications:

Applications will be reviewed beginning the week of July 16, 2018, and will be accepted until the position is filled. Please email your cover letter, resume, and three professional references to recruitment@njisj.org. Please submit your application materials via Microsoft Word or Adobe PDF. Include all attachments in a single email stating, in the subject line, "Program Assistant."

About the New Jersey Institute for Social Justice:

The Institute is an equal opportunity employer and values a diverse workforce and an inclusive culture.

The Institute's mission is to empower urban residents to realize and achieve their full potential. Established in 1999 by Alan V. and Amy Lowenstein, the Institute's dynamic and independent advocacy is aimed at toppling load-bearing walls of structural inequality to create just, vibrant, and healthy urban communities. We employ a broad range of advocacy tools to advance our ambitious urban agenda, including research, analysis and writing, public education, grassroots organizing, communications, the development of pilot programs, legislative strategies, and litigation.