



**UNITE-LA**  
**Manager, Smart Justice**  
*Job Description*

**About Us**

Over the past 25 years, UNITE-LA has established itself as a trusted business intermediary, dedicated to supporting the development of an effective local public education system, so that **ALL** children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce.

**Position**

The Manager, Smart Justice is an L.A.-based part of UNITE-LA's bicoastal team in formal (MOU) partnership with the Association of Chamber of Commerce Executives (ACCE) Foundation and reports to UNITE-LA's Senior Manager of Education Business Coalitions. This position will serve as the project manager for our national portfolio of philanthropically-funded Smart Justice work – leading the growth of the program and the execution of and reporting on all grant deliverables. The ideal candidate enjoys leading projects, building relationships, is highly organized and deadline-driven, has excellent written and verbal communication, and demonstrates a strong commitment to Smart Justice reforms as a key to economic and talent development. It is a full-time, non-exempt (hourly) position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

**Job Description**

- Portfolio:
  - Serve as the point of contact and project manager for national portfolio of Smart Justice work.
  - Work with Senior Manager of Education Business Coalitions to create Smart Justice-related grant “products” (e.g., briefs, toolkits, blogs, magazine articles, videos).
  - Enhance ACCE member engagement by building relationships and managing ACCE Smart Justice peer learning community. Connect chamber professionals around common criminal justice reform goals, facilitate peer-to-peer learning, and expand the network of engaged chamber professionals in key areas, including second chance hiring, expungement reform, justice reinvestment, juvenile justice reform, bail reform and more.
  - Identify, track and analyze trends relevant to chamber of commerce smart justice goals. This includes policy, programs, and public awareness strategies. Identify and highlight examples of best practice across the industry. Digest a wide variety information relevant to chambers of commerce and produce concise, accurate synopses and resources.
  - Create and execute professional development activities, including meetings, educational programming, a peer cohort model of professional development,

and other activities.

- Project Management and Communication:
  - Track status of all grant deliverables in Asana.
  - Brief bicoastal team at weekly meetings on deliverables, broader activities, and ACCE member communications.
- Development:
  - Work with development team to support Smart Justice grant requests (e.g., develop scope of proposed work).
  - Lead curation of information for Smart Justice grant reports.
  - Initiate interim communications with current grant program officers to share updates, invite to ACCE events as appropriate, and continue relationship cultivation.
- Technology:
  - Support implementation of ACCE's new technology (e.g., CRM, website, LMS).
- Other:
  - Support all-hands-on-deck UNITE-LA and ACCE special projects and events.
  - Perform other duties as assigned.

## Requirements

- Years of experience:
  - Minimum of four years of relevant work experience.
  - Bachelor's degree OR an additional four years of relevant work experience.
- Type of experience:
  - Experience in project planning, program development and execution, volunteer engagement, speaker coordination, meeting facilitation and logistics.
  - Experience with Smart Justice/justice reform issues.
  - Experience working with a chamber of commerce or other business organization is strongly preferred.
  - Experience with CRM systems and website content management is preferred.
- Other skills and abilities:
  - Demonstrated ability to communicate with a broad array of stakeholders (e.g., business leaders, foundation program officers).
  - Demonstrated ability to execute projects on deadline.
  - Highly motivated and organized with strong attention to detail.
  - Ability to work well independently and as a part of a team.
  - Excellent written and verbal communications skills.
  - Ability to manage and produce a large quantity of work at high quality.

**Salary Range:** \$52,000-\$58,000, commensurate based on experience.

UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

To apply, please submit your resume and cover letter to [coalitions@unitela.com](mailto:coalitions@unitela.com). Please include Manager – Smart Justice in the subject line of the email.