

# NATIONAL JUVENILE JUSTICE NETWORK

## Office Manager

**Location: Washington, D.C**

**3 days/week; 60% FTE**

**Posted: July 28, 2017**

**Deadline: Open until filled; applications reviewed upon receipt**

The National Juvenile Justice Network (NJJN) leads and supports a movement of state-based advocacy organizations and individuals who all seek the fair treatment of youth in trouble with the law. NJJN creates change through policy reform, public education and base-building; understanding that structural racism undergirds much of what ails our justice system, we approach all of our work with an anti-racist lens.

The Office Manager is a part-time position that is responsible for the smooth functioning of NJJN's six-person office. The Office Manager reports directly to the State Strategist, but works collaboratively with all of the team members to advance NJJN's mission to improve outcomes for youth in trouble with the law and fight systemic racism. The ideal candidate will have a commitment to social and racial justice, be a collaborative team player, be extremely detail oriented and be able to flexibly and independently solve problems

### Key Responsibilities:

- Manage NJJN's Office Operations including:
  - Making sure that computers, copier, and internet are all functioning smoothly;
  - Interface with building management to address any maintenance issues;
  - Ordering supplies as needed;
  - Maintaining the office filing system; and
  - Interfacing with relevant government agencies.
- Assist with NJJN's bookkeeping needs, including:
  - Writing checks, making deposits, and tracking credit card and other receipts;
  - Managing NJJN's PayPal account; and
  - Managing check requests.
- Assist with NJJN's Administrative Tasks, including:
  - Producing and printing documents for our programs;
  - Basic website maintenance;
  - Invoicing members for dues and preparing membership welcome packets;
  - Making travel arrangements for the Youth Justice Leadership Institute fellows, NJJN's youth program and for members attending NJJN's annual gathering;

- Preparing various mailings;
- Assisting the Executive Director with the preparation of board materials;
- Scheduling meetings; and
- Helping to manage NJJN's database.

**Required Skills and Qualifications:**

- A Bachelor's degree (or equivalent professional experience).
- Meticulous attention to details.
- Great interpersonal skills.
- Proficiency in Microsoft Word, Microsoft Excel, SalesForce, and Microsoft PowerPoint.
- Comfort with exploring new software programs and databases.
- Commitment to social justice and to the values and goals of NJJN.

**Optional Skills and Qualifications (candidates demonstrating any of the following will be given preference):**

- Proficiency and/or experience with managing information technology for an office including internet connections, troubleshooting computer glitches, maintaining computer programs and malware programs.
- Experience working in a non-profit environment.
- Knowledge of HTML.

**Compensation and Hours:**

This is a part-time, three day a week position. Salary is competitive and appropriate to experience.

**To Apply:**

Please submit your resume and a cover letter to [info@njjn.org](mailto:info@njjn.org) with "Office Manager" in the subject line of your message. We sincerely regret that we will not be able respond to all applicants. Only those considered for the position will be contacted to interview.

*The National Juvenile Justice Network provides equal employment opportunities to all employees and applicants for employment, and encourages applications from people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.*

*This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.*