

NATIONAL JUVENILE JUSTICE NETWORK

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JOB ANNOUNCEMENT

Youth Justice Leadership Institute Coordinator, National Juvenile Justice Network

Posted: November 1, 2019

Deadline: Applications will be reviewed beginning November 15, 2019. All applications due by November 20, 2019.

Start Date: January 2, 2020

Are you passionate about ensuring no young person gets caught up in the justice system? Do you trust and honor the leadership of those most directly impacted by justice systems? Ready to clear the path for leaders who reflect the communities most directly impacted by unjust systems?

Then join the National Juvenile Justice Network (NJJN). We lead a nationwide movement of state-based advocates committed to transforming society's youth justice systems and in doing so disrupt the racist structures in our society. We create change by guiding a network made up of our 53 member organizations spread across 43 states and Washington, DC, and the many graduates of our Youth Justice Leadership Institute. Our work is centered at the nexus of policy change, community and youth organizing, and leadership development. Now beginning our fifteenth year, we are seeking a passionate, committed Institute Coordinator who can lead and manage the continuing success of the Youth Justice Leadership Institute.

Description:

The Institute Coordinator oversees NJJN's flagship program and is tasked with its ongoing success and intentional evolution. This includes responsibility for program design and implementation, participant recruitment and retention, program administration and evaluation, and ongoing alumni engagement and advancement within NJJN. As a staff member, the Coordinator takes part in shared staff responsibilities, including regular facilitation of staff meetings, participation in annual conference planning, and engagement in the organization's anti-racist transformation. The Institute Coordinator reports directly to the Executive Director and is supported by the Alumni Representatives and Alumni Advisory Committee, made up of volunteers from the Institute alumni corps.

Responsibilities:

- 1) Program: planning and implementing of two in-person sessions for each cohort, including workshop presentations and cohort learning opportunities; crafting of monthly cohort presentations and webinars; providing ongoing support to each fellow; managing the mentoring component including pairing each participant with a mentor and supervision of

mentors; identifying, scheduling, planning, and implementing quarterly alumni presentations and webinars; planning, scheduling, and implementing annual alumni retreat

- 2) Recruitment and Retention: executing the crafting and dissemination of publicity and outreach materials; crafting/revising application materials; managing the yearly selection process for new participants including enlisting and managing application readers, scheduling and conducting two informational webinars for potential applicants; conducting the selection process including review of all applications, review and tabulation of application reader results, finalist interviews with committee; providing timely status notification to all applicants; conducting orientation of new participants; providing new participants with handbook which contains all relevant information related to completion
- 3) Administration and Evaluation: tracking completion by participants of required activities; generating fee statements; purchasing and distributing learning materials to participants; supervising travel and reimbursements for participants; securing sites for in-person sessions; managing evaluation activities including revisions to evaluation modules, development and distribution of evaluation surveys to fulfill evaluation activities of participants; coordinating evaluation activities with external partners
- 4) Alumni Engagement: designating alumni status for participants who complete the Institute successfully; conducting annual alumni survey; recruiting alumni to NJJN membership and leadership positions; crafting and implementing quarterly alumni learning activities; facilitating alumni presence on the NJJN online community platform; facilitating monthly meetings with the Alumni Representatives; facilitating quarterly engagement with the Alumni Advisory Committee; scheduling annual check-in calls with individual alumni

Qualifications:

- Commitment to the elevation of and the recognition of the leadership of those from communities most impacted by justice systems
- Expertise in group dynamics and how individual capacity for leadership develops
- Superior facility with managing numerous and interrelated details
- Exceptional communication and interpersonal skills that create strong connections with and among varied individuals
- Familiarity with technology resources needed to manage and administer the program

Compensation: Salary range for this position is \$65,000-\$70,000, three weeks paid vacation, full health and dental coverage, 12 paid holidays, and three weeks paid sick leave. When work allows, the office closes between December 25 and January 2.

Location: Washington, DC preferred, but outstanding candidates outside of DC will be considered.

To Apply: Email resume, cover letter and three references to jobs@njjn.org. Put “YJLI Coordinator Search” in the subject line.

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