



OUT FOR JUSTICE

Job Title:	Bail & Legal Coordinator	Position Duration:	Permanent
Total Payment:	\$62,400 annually	Time Commitment:	Full-time/ 40 hours weekly

Job Description:

Purpose

The Bail & Legal Coordinator will supervise and develop Out for Justice's bail out, release facilitation, and legal advocacy efforts. This position will also work closely with the Rapid Response Coordinator to ensure that members are connected to a wide variety of services through our rapid response and resource connection program. The ideal candidate for this position is experienced in navigating legal systems and processes and is an intentional, proactive individual who is well organized and is effective in interacting with legal practitioners and directly impacted individuals.

Primary Responsibilities and Duties

The Bail & Legal Coordinator performs a wide range of duties, including the following:

- Developing a comprehensive legal program that expands the current bail out, release facilitation, and legal navigation efforts
- Completing and updating Personal Development Plans (PDP) for members to navigate their legal case and requested support
- Collaborating with the Rapid Response Coordinator to provide referrals to direct support like mental health support, healthcare, employment, etc
- Collaborating with the Policy & Research Coordinator to ensure member input derived from the bail & legal program is reflected
- Providing consistent follow-up to those supported through our bail out, release facilitation, and legal advocacy efforts
- Providing warrant recall assistance for members
- Attending court and legal sessions to support and advocate for members
- Developing sustainable strategic collaboration with partners and coalitions to provide updates on legal circumstances of members that expands OFJ's programmatic reach for bail and legal work
- Assisting members with securing legal counsel as needed
- Monitoring trends, best practices, government actions, and legislation pertaining to issue focus areas
- Seeking out and coordinating with partners to host or moderate training or information sessions related to trends in bail & legal
- Assisting in creating standard operating procedures for the process of delivering bail and legal support
- Co-leading the advocacy committee of members and volunteers with the Policy & Research Coordinator to assist with policy and press releases



OUT FOR JUSTICE

All Out for Justice program coordinators will be expected to perform the following:

- Creating, directing, and managing all logistical aspects of assigned events and programs to include registration, event materials, promotion, feedback and evaluation
- Working with the core staff team and the chief of operations to train, advise, and retain a cadre of volunteers
- Working closely with Communications Coordinator to disseminate content and highlight programs externally
- Tracking program spending and maintaining awareness of program budget
- Advising the executive team of regular updates on program goals, member success, and progress to increase the quality and operational effectiveness of processes for voter registration and voter advocacy
- Effectively utilizing Google Sheets and other tracking tools to monitor and track organizational activities and other programmatic data to assist in compliance with reporting requirements
- Attending weekly meetings including, but not limited to, a one hour committee meeting, one hour core team meeting, and a two-hour monthly membership meeting
- Attending all mandated training and professional development opportunities
- Following organizational policies and procedures as outlined in the employee handbook and employee policy/procedure folder, while fulfilling duties as described in the job description
- Fulfilling all other duties as assigned

Position Requirements

- High school diploma or equivalent and three (3) years of related experience
- A valid driver's license and the ability to operate a vehicle
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized and able to follow and implement process
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word and Google Suites
- Required flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations
- Knowledge of local, state, and national laws and policies relevant to OFJ's work

Ideal Candidates

- Formerly incarcerated or directly impacted persons encouraged to apply
- Committed to racial and economic equity through legal system reform and helping people who have served time in jail or prison
- 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 impacted by poverty and the criminal legal system



OUT FOR JUSTICE

To Apply

Please apply via the online job application here: <https://forms.gle/dnh4BrHazGZNFxAjZ>.

Please DO NOT email or call getinfo@out4justice.org about the status of your application.

Out for Justice seeks to fill this position by the end of October 2022.