



Job Title:	Operations Administrator	Position Duration:	Permanent
Total Payment:	\$26-\$35 / hour	Time Commitment:	Part-time/ 30 hours weekly

Job Description:

Purpose

The Operations Administrator works under the supervision of the Executive Director to maintain the organization’s internal structures, policies, and records. The operations administrator ensures efficient day-to-day operations of the organization through managing communications and supporting the work of the director and core leadership team.

Primary Responsibilities and Duties

The Operations Administrator performs a wide range of duties, including some or all of the following:

- Collaborating with the core team to devise and implement strategies and processes to meet organizational goals
- Assisting in the management of organizational communication, including responding to correspondence
- Onboarding and training staff and members
- Managing specific partnerships and serving on particular coalitions as agreed upon with the executive director
- Updating the executive director’s and organization’s calendar with leadership meetings or partner meetings
- Maintaining the public OFJ calendar including newsletter coordination, email correspondence, and collaborative work with the communications committee to keep various stakeholders informed of Out for Justice events and activities
- Auditing of the office filing system
- Creating spreadsheets to track particular data sets as needed
- Assisting in planning monthly membership meetings
- Leading specific projects or tasks at the request of the executive director, including but not limited to, expungement clinics, community resource clinics, and lobby day in Annapolis
- Recruiting, training, and retaining a volunteer outreach team for the organization’s programs
- Assisting with planning of special events
- Collaborating with the staff/bookkeeper to maintain program budgets
- Performing other tasks to support the work of OFJ committees and members
- Revising and updating the employee handbook and support structure of member handbook
- Creating and managing access to organizational emails and systems
- Sending emails to OFJ google group with important organizational updates
- Leading weekly meetings including, but not limited to core team meetings and membership meetings



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- Attending all mandated training and professional development opportunities
- Following organizational policies and procedures as outlined in the employee handbook and fulfill duties as described in job description
- Completing regular reports and data collection pertaining to organizational programs
- Fulfilling all other duties as assigned

Position Requirements

- High school diploma and three to five (3-5) years of related experience
- A valid drivers license
- Strong written and verbal communication skills
- Self-managing and possessing the ability to take initiative
- Must be extremely organized
- Demonstrate commitment to Out for Justice's mission and work
- Proficient in Microsoft Word, Google Docs, and Google Suites
- Willingness and flexibility to work outside regular business hours including some weekends
- Must have great interpersonal skills, including demonstrated patience in difficult situations

Ideal Candidates

- Formerly incarcerated or directly impacted person preferred person encouraged to apply
- Committed to racial and economic equity
- Passionate about helping people who have served time in jail or prison by providing them support.
- Passionate about the criminal justice system and policy reform that improves educational and employment opportunities for people impacted by the system
- 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 facing poverty and issues with the criminal justice systems

To Apply

Email cover letter, resume/cv, two (2) writing samples, and three (3) references to getinfo@out4justice.org. Please include 'Operations Administrator Application' in the subject line.

Applications will be reviewed on a rolling basis. Out for Justice seeks to fill this position by May 2022.



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