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## Program Associate (San Francisco)

### **APPLICATIONS DUE JUNE 26, 2017 – CONSIDERED ON ROLLING BASIS**

**OneJustice** is a nonprofit legal organization that brings life-changing legal help to those in need by transforming the civil legal aid system. We have three core program areas: (1) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; (2) Healthy Nonprofits, which ensures legal services nonprofits have the business and management skills needed to survive and thrive, and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal policy and funding issues. More information about OneJustice is available at [www.OneJustice.org](http://www.OneJustice.org).

**Position Description:** The Program Associate is part of the Healthy Nonprofits team which provides training, resources, coaching and consulting to the boards and staff of legal services nonprofit organizations. Located in San Francisco, the Program Associate reports to the Healthy Nonprofits Program Director and works closely with the Healthy Nonprofits Senior Staff Attorney. This position is well-suited for someone who is interested in nonprofit management and civil legal aid for low-income communities and who hopes to gain exceptional work experience in a busy and active work environment.

**Key Responsibilities** (percentages are approximate):

#### **Program Support for the OneJustice Executive Fellowship and Alumni Program (35% FTE)**

- Serve as primary support staff to the highly successful Executive Fellowship program (a 10-month nonprofit management certificate program for legal services leaders) and the Alumni Program (ongoing training and support for alumni throughout the state)
- Support recruitment and outreach efforts
- Manage and track the application process
- Support the selection process and communicate acceptance and scholarship information to Fellows
- Coordinate logistics for all in-person and online OneJustice Executive Fellowship trainings (this includes attending the full-day monthly in-person training sessions held in San Francisco and Los Angeles on nonprofit management topics)
- Serve as a liaison to external faculty for the program
- Lead responsibility for coordinating training logistics with all venues (primarily donated space by law firms), including handling IT needs, catering, supplies, materials, attendee registration lists, etc.
- Prepare, track and file all documents and evaluations for each training
- Assist with efforts to expand the Executive Fellowship to the Four Corners region of the United States

#### **Program Support for Healthy Nonprofits Consulting, Trainings, and Resources (30% FTE)**

- Provide logistical and administrative support to the Healthy Nonprofits Program Director on all nonprofit management consulting and training projects
- Coordinate webinars, including correspondence with presenters and participants
- Ensure creation, administration, and filing of all training evaluations and records
- Support the development, distribution, and analysis of statewide surveys and research on nonprofit management practices in the nonprofit and legal services sectors
- Oversee website updates for the Healthy Nonprofits program
- Administer statewide listservs for legal services leaders on various nonprofit management topics
- Support regular convenings of legal services leaders in the Bay Area

**Program Delivery for Public Interest/Public Sector Legal Careers Day (PI/PS Day) (35% FTE)**

- Manage all the logistics for PI/PS Day, including:
  - Serve as the primary project manager for the event, ensuring timely execution of all event deliverables and deadlines, including student and employer registration
  - Manage Symplicity, the online recruitment and hiring platform used for PI/PS Day interviews
  - Coordinate presentations and volunteers
  - Create all instructions, day-of documents and materials, and manage day-of logistics
  - Ongoing correspondence with employers, students, and law schools
- Staff support to the Steering Committee and the Consortium of Nine Bay Area Law Schools
  - Schedule and staff Steering Committee calls over a 7-8 month preparation process
  - Assist with preparation of the annual budget and manage costs
  - Create and send post-event evaluation surveys
  - Compile all statistics and evaluate feedback from participants to plan and implement improvements
  - Present a summary evaluation of the event at the annual PI/PS debrief meeting

**You Need:**

- BA/BS or Associate's Degree, or at least 2 years of relevant work experience
- Strong attention to detail and problem-solving skills
- The ability to concurrently manage, prioritize, and complete multiple projects
- The ability to communicate professionally with a diverse audience
- The ability to work independently and as part of a team
- An affinity for improving processes, creating efficient systems, and institutionalizing knowledge
- Previous event coordination experience is preferred
- Familiarity with Google products and Microsoft Word, Excel, online databases, and other applications
- Previous nonprofit experience (particularly in legal services or nonprofit management) is a plus
- Some travel within California is required

**Salary & Benefits:**

- Starting salary for a Program Associate position is \$36,000, with increases possible for each year of prior directly relevant professional experience, as dictated by the OneJustice salary scale
- Benefits include fully paid health insurance (medical, dental, and vision), life and disability insurance, and generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays)
- OneJustice also offers a flexible spending account for qualified health and commute expenditures
- A supportive, team-based environment that allows you to take an early lead on projects

**Application:** To apply, please send via email to [careers@one-justice.org](mailto:careers@one-justice.org): (1) a cover letter explaining your interest in and qualifications for the position and describing relevant work and volunteer experience, and addressing the below prompt; (2) your resume; (3) three references; and (4) where you saw this posting. Please include "SF Program Associate - HNP" in your email subject header. Applications are due by June 26, 2017, and will be considered on a rolling basis. The start date will be as soon as possible.

**In your cover letter**, please make sure you address the following in order for your application to be considered:

OneJustice serves highly diverse communities both in terms of our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice



strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff. Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.