

Program Associate or Program Coordinator (San Francisco or Los Angeles)

Start date: Spring or Summer 2022 (start date is negotiable)

OneJustice is a nonprofit organization that brings life-changing legal help to those in need by transforming the legal aid system. Our primary focus is to build the capacity of a statewide network of over 200 nonprofits that make up California's legal aid system. More information is available at 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. More information about OneJustice's Healthy Nonprofits Program is available [online here](#).

The Program Associate will report to a senior team member of the Healthy Nonprofits Program and will also work closely with the Director of the Healthy Nonprofits Program. 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. The Program Associate will be encouraged and actively supported to develop transferable skills in relevant areas of interest (e.g. project management, equity & inclusion, IT/web development, data analytics, etc.).

Key Responsibilities:

- Provide logistical and administrative support on all nonprofit management and capacity building programs, as well as consulting and training projects, including webinars. Administrative duties may include developing presentation slides, managing statewide listservs, and preparing materials and coordinating logistics for virtual or in-person trainings
- Provide research and evaluation support on civil legal aid services, nonprofit management, organizational capacity-building, and leadership development programs.
 - Research duties may include, with close support and supervision: identifying best practices in homelessness prevention, developing training guides on nonprofit management topics, and updating curriculums for leadership development programs.
 - Evaluation duties may include helping with evaluations for civil legal aid projects, statewide surveys on management practices, and post-training analyses of participant surveys.
- Assist in development of marketing and outreach strategy and materials.
- Support the facilitation of convenings, both virtual and in-person, of legal aid leaders, funders, and/or legal service providers.
- Develop and maintain training guides for legal aid organizations and OneJustice staff.
- Oversee website updates for the Healthy Nonprofits program.
- Provide administrative support to OneJustice's operational team as needed.

Qualifications:

- BA/BS, 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
- Familiarity with Google and Microsoft products
- Familiarity with managing data in spreadsheets and/or online databases
- Previous nonprofit experience is a plus
- Some travel within California may be required

Salary & Benefits:

- Starting salary and title (Program Associate or Program Coordinator) depends on the level of experience and ranges from \$48,000 to \$58,000.
- Benefits include health insurance (medical, dental, and vision), life and disability insurance, retirement, generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays), and flexible spending account for qualified health, childcare, and commute expenditures.
- Professional development support includes annual professional development plan and funds.

Application Process:

- To apply, please visit: [Program Associate or Coordinator](#).
- Review of candidates will be on a rolling basis
- In the online application system listed above, please submit the following information: 1) a cover letter explaining your interest and qualifications for the position; 2) your resume; 3) three references; and 4) **a response to the following question:**

OneJustice serves highly diverse communities 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.