



Program Assistant

The Institute is seeking to hire a **Program Assistant** who can provide administrative and logistical support to the Programs Team, while working collaboratively with the entire staff to provide support as needed.

This is an exciting opportunity at a critical time to advance racial and social justice on behalf of New Jersey's communities of color in the Institute's three programmatic areas: (1) economic mobility; (2) criminal justice reform; and (3) democracy and justice.

Using a holistic approach to address the unique and critical issues facing New Jersey's communities of color, the Institute's cutting-edge racial justice work advocates for systemic reform that is at once transformative, achievable in the state and replicable across the nation.

Reports to: Law & Policy Director

Responsibilities include:

- Managing the calendars and scheduling for the Law & Policy Director and Program Pillar Directors, including scheduling internal and external meetings, trouble-shooting schedule conflicts, and maintaining prompt communication with staff and partners.
- Coordinating and staffing conferences and meetings with collaborative partners, including scheduling large and small meetings, following up with partners, and arranging logistics for events.
- Providing operational support to the Law & Policy Director and Program Pillar Directors, including communicating with partners involved in the Institute's various initiatives and coalitions, assisting with travel arrangements and expense reimbursements, and finalizing the details for their speaking engagements and other external events.
- Facilitate project coordination between programs, operations, communications, and development staff.
- Attend staff meetings, Programs Team meetings, other administrative meetings, and events.
- Assisting with the planning and helping to execute organizational and programmatic strategic planning.
- Assisting in preparation of grant proposals and reports.

- Assisting in the management of the internship program.
- Other duties as assigned.

Qualifications:

- Preference for a Bachelor’s Degree or at least two years of relevant work experience.
- Ability to work effectively with diverse coalitions and community groups, particularly of color, and to work across political ideology, race, ethnicity, socio-economic circumstances, religion, gender, sexual orientation, and religion.
- Passion for racial and social justice.
- Excellent writing skills; superior attention to detail; ability to work on multiple projects simultaneously; good problem-solving skills and a positive, professional attitude with excellent judgment, flexibility, determination, and grace in a sometimes high-pressure office.
- Proficient in Word, PowerPoint, and Excel.
- Integrity, honesty and a balanced, non-partisan approach.
- Excellent written and oral communications skills.
- Demonstrated ability to work effectively in a collaborative context, both internally and externally, including a willingness to accept feedback, communicate openly, listen well, and learn from others.
- Excellent judgment and follow through.
- Outstanding interpersonal skills, including tenacity and flexibility.

Compensation:

This is a full-time, at-will position. Salary is commensurate with experience and includes excellent benefits, including health, dental, and vision, life insurance, Medical Expense Reimbursement Program, travel stipend, a 401(k) plan with an employer contribution, and generous vacation, sick, and holiday leave.

Applications:

Applications will be reviewed on an ongoing basis and will be accepted until the position is filled. Please email your cover letter, resume, and three professional references to recruitment@njsj.org. Please submit your application materials via Microsoft Word or Adobe PDF. Include all attachments in a single email stating, in the subject line, “Program Assistant.”

About the New Jersey Institute for Social Justice:

The Institute is an equal opportunity employer, and we value a diverse workforce and an inclusive culture.

Established in 1999 by Alan V. and Amy Lowenstein, the Institute’s cutting-edge racial and social justice advocacy seeks to empower people of color by building reparative systems that create wealth, transform justice and harness democratic power—from the ground up—in New Jersey.

Known for our dynamic and independent advocacy aimed at toppling load-bearing walls of structural inequality to create just, vibrant and healthy communities, we are committed to exposing and repairing the cracks of structural racism in our foundation that erupt into earthquakes in communities of color.

The Institute advocates for systemic reform that is at once transformative, achievable in the state and replicable in communities across the nation.