

**FAIR AND JUST PROSECUTION**  
**A Project of Tides Center**

Job Title: Program Coordinator  
Reports to: Program Manager (or a designee)  
FLSA Status: Full-time (Non-Exempt or Exempt -- TBD)  
Approved Date: September 2019

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**ABOUT FJP**

Great strides have been made over the past few years in promoting criminal justice reforms that recognize that prior “tough on crime” and incarceration-driven practices don’t always produce safer or healthier communities. New thinking has started to permeate the justice system and has prompted proactive and prevention-oriented strategies.

Against that backdrop, a new generation of reform-minded state and local elected prosecutors committed to changing their office culture and promoting a less punitive approach to addressing crime has come into office. Newly elected DAs in geographic areas ranging from Brooklyn, St. Louis, and Philadelphia to smaller rural communities are pushing back against the “law and order/tough on crime” rhetoric of past decades and elevating a national conversation around the importance of a fair, equitable and right-sized justice system.

FJP brings together these reform-minded and innovative elected prosecutors as part of a network of leaders committed to promoting a justice system grounded in fairness, equity, compassion, and fiscal responsibility.

**ABOUT THE POSITION**

The Program Coordinator (“PC”) will have the opportunity to join a growing, dynamic team working on some of the most cutting-edge criminal justice reform issues around the country. The PC will report to the Deputy Director or a designee and will work closely with FJP’s Executive Director and other program staff. The PC will have day-to-day administrative duties and will be primarily responsible for supporting staff in the following ways, though will have opportunities for growth in other areas:

- Support the FJP senior leadership team, Program Manager and other staff with program coordination duties related to project logistics and other operations functions;
- Manage travel, lodging and meals for program-related travel, including internal and external constituents;
- Manage scheduling, and production of meeting materials and presentations;
- Assist with processing expense reimbursements, including working with the Program Manager to ensure all necessary information and receipts are submitted in a timely fashion;

- Assist with communications functions, including tasks related to various media releases, social media and other communications tools;
- Coordinate various meetings and conference calls; take notes/minutes of calls and meetings as needed;
- Assist with budgeting and financial reporting; and
- Other clerical, administrative, technical & office support duties as assigned.

## **ABOUT YOU**

You have a demonstrated interest in the issues of fairness and equity and are interested in working with key changemakers to shrink our justice system. You have the following qualities:

- Passion for and commitment to racial justice and ending over-incarceration;
- Exceptional problem-solving skills and ability to prioritize and juggle multiple responsibilities efficiently in a fast-paced environment;
- Well-organized and highly attentive to detail;
- Flexible and able to work cooperatively under pressure;
- Ability to communicate effectively with external partners including elected officials, consultants, and project staff;
- Ability to quickly synthesize information and self-direct day-to-day activities; and
- Basic financial literacy and comfort preparing financial reimbursement forms, expense reports, and other budget-related documents.
- Strong proficiency with Microsoft Word, Excel and PowerPoint, G-Suite experience a plus.
- Applicants who have experience with the justice system – either themselves, or through family or friends – will be strongly considered.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree or equivalent
- 2-3 years of program support experience preferred

## **EXEMPT STATUS**

The exempt status is TBD.

## **ORGANIZATIONAL RELATIONSHIPS**

Reports to Deputy Director or a designee and works with the FJP senior leadership team, Executive Director and other staff.

## **PHYSICAL DEMANDS**

Must be able to sit at a computer for extended periods of time. Some travel required. The project requires extensive computer and telephone time and usage, research and writing. Light lifting up to 10 pounds may be needed.

**WORK ENVIRONMENT**

Must be based in the greater New York City area and able to commute into Manhattan.  
Position may require working remotely.

**TERM & COMPENSATION**

Term is negotiable. Compensation is commensurate with experience.

**TO APPLY**

Submit your resume and cover letter to [careers@fairandjustprosecution.org](mailto:careers@fairandjustprosecution.org), with the subject line "Program Coordinator."

*FJP is an equal opportunity employer*