Position: Development & Community Engagement Assistant

Reports to: Director of Development & Communications

Position Status: Full-time, non-exempt, hourly

Compensation Package: Employer pays medical and dental coverage base plan in full for all full-time employees plus life insurance with option for employees to purchase vision/dental and coverage for dependents. Generous paid time off package commensurate with years of service. Salary range $45,000 - $48,000. Opportunities for growth and advancement.

VISION & MISSION

Western Justice Center (WJC) envisions a world in which people value empathy, embrace inclusivity and resolve conflict without the use of violence. We offer this vision as a salve to the wounds of systemic oppression that underlie so much of the conflict within and between communities in our country. We believe that the path to this future runs through our schools because youth have the capacity to heal, unite and transform their communities if they have the tools to navigate differences and address injustice.

WJC empowers people to strengthen their communities by growing the conflict resolution skills and capacity of youth, educators, schools and community partners. Working with a wide range of partners, WJC fosters a community where creative minds can partner and invest in, test, evaluate and replicate new approaches to violence prevention, conflict resolution and intergroup relations.

WJC was founded in 1987 by a group of visionary judges and lawyers led by the Honorable Dorothy W. Nelson, judge of the U.S. Court of Appeals for the Ninth Circuit, to meet a need, particularly in the Western United States, for quality research into dispute resolution methods and strategies for improving the administration of justice. WJC has led communal efforts to prevent violence, resolve conflict and improve intergroup relations including through training, consultation, community engagement and research around community-police relations, early childhood education, gang violence, hate crimes, implicit bias and bullying.
JOIN OUR TEAM

WJC has a friendly & relaxed, business professional workspace. We encourage our team members to invest in each other, professionally and personally. We value empathy, civility, diversity & inclusivity and creative collaboration. We are looking for someone with a spirit of playful curiosity, an instinct for innovation, a commitment to excellence, and a history of work in movements to advance equity and justice for structurally disadvantage communities.

Position Overview: The ideal candidate will have prior experience in fundraising, communications/marketing and the non-profit sector. This role will be supporting the Director of Development & Communications, Program Director and Executive Director. A high level of organization, accuracy and attention to detail is a must.

Responsibilities: Key tasks and areas of responsibility might include, but are not limited to:

Development & Communications
- Support Director of Development and Communications with all major WJC events—annual Justice Awards Gala, Peer Mediation Invitational, other events etc.
- Maintain accurate and timely donation entry into donor database system (Bloomerang).
- Prepare and send donation correspondence, including thank you letter, receipts, matching gift approvals, thank you cards, and tax letters.
- Assist Director of Development & Communications and Executive Director with managing donor portfolios.
- Manage solicitation and procurement of auction items for Justice Awards Gala.
- Work with Director of Development & Communications to ensure accurate record keeping, collections and communication with all Justice Awards sponsors and donors.
- Coordinate, plan, co-create, and co-manage a variety of marketing related projects.

Community Engagement/Program Support
- Coordinate/assist with scheduling, speakers, transportation, food, materials, policies, procedures, forms, evaluations, post follow-up training.
- Assist with program information about programs purpose, benefits, procedures, and outcomes is communicated to a variety of audiences, including admin, educators, counselors, peer mediators, and parents.
- Help recruit students/educators/schools to participate in programs (Peer Mediation Invitational and ABCs of Conflict)
- Help recruit and support the training of all volunteers
- Work with CRE Team to collect program data
Qualifications:

- Associate's/Bachelor's degree, or equivalent experience
- Fundraising, communications and community engagement experience
- Proficiency with Microsoft Office, Adobe Cloud, Email Marketing (Mailchimp or equivalent) and standard office equipment (e.g. printer(scanner), phones, etc.)
- Experience with CRM database (Bloomerang and GiveSmart)
- Operational: Solid planning, organizational, and project management skills with the ability to multi-task and assimilate new information quickly.
- Technical: Ability to operate technical devices (e.g. computer, laptop, tablet)
- Interpersonal: Strong interpersonal skills.
- Valid CA Driver’s License and Auto Insurance.

Desired Characteristics:

- High level of organization, accuracy and attention to detail.
- Strong work ethic, initiative, and ability to anticipate tasks/needs ahead of time
- High level of personal and professional integrity, with proven success in managing confidential and sensitive information
- Tactful, effective, and diplomatic communication and relationship building skills with an ability to prioritize, negotiate, and work with internal/external stakeholders at all levels
- Excellent analytical abilities, intellectual curiosity, strong technical skills, and the ability to work with and synthesize the needs of cross-functional teams
- Exceptional judgment, problem-solving skills, attention to detail/accuracy, and reliability
- Ability to establish priorities among concurrent projects and meet deadlines
- Willingness to assist wherever needed, including with multiple departments, while juggling a diverse workload and setting necessary expectations for project completion
- Commitment to continuous learning and improvement, meeting high standards, and working hard as a member of a supportive and caring team
- Act as a role model within the organization and externally to uphold and implement WJC's values of empathy, empowerment, equity, impact, diversity, inclusivity, civility and creative collaboration.

To Apply: Please submit cover letter and resume to careers@westernjustice.org

WJC is an equal opportunity employer. We welcome applicants of all genders, races, ethnicities, ancestries, religions, gender identities, sexual orientations, national origins and abilities.