



JOB DESCRIPTION:

Bail Fund Specialist

Part-time

Reports to Program Manager

Organization

Just City was founded in 2015 to support people who are or have been in contact with the criminal legal system. We work to transform local criminal justice policy and practice to ensure it is fair for all people, regardless of wealth or race. Our vision is to create a smaller, fairer, more humane criminal justice system.

Job Summary

Just City is seeking a reliable, task-oriented Bail Fund Specialist. The successful candidate will work closely with the Program Manager and will be responsible for performing daily activities associated with the Memphis Community Bail Fund, including but not limited to the following: establish and maintain contacts with the appropriate Shelby County criminal justice system stakeholders, manage a phone line and email address for referrals to the bail fund, interview referred clients for eligibility, and post cash bail for accepted clients. The ideal candidate is highly self-motivated, professional, and capable of managing the workload and prioritizing tasks in a fast-paced nonprofit environment.

Position

Reporting to the Just City Program Manager in coordination with the Executive Director, the Bail Fund Specialist will also assist in collecting and maintaining data. The Specialist will work out of Just City's office in Memphis. The position may include some limited travel.

Responsibilities

- Work part-time to help maintain the Memphis Community Bail Fund (15-25 hours/week)
- Maintain relationships with Shelby County criminal justice system stakeholders, Shelby County Public Defenders, General Sessions and Criminal Court Clerks, and any other future involved parties
- Help record banking transactions and account for cash flow of the bail fund
- Post cash bail for accepted clients
- Maintain a phone line and email address for referrals
- Interview clients in the local jail when appropriate and safe
- Communicate with clients and referring attorneys before and after bail out

Qualifications

All candidates for the position of Bail Fund Specialist should be flexible, independent, and have the ability to navigate a complex legal system. A bachelor's degree or comparable lived experience are preferred. Candidates must possess excellent communication, time/budget management, and interpersonal skills. Preferred qualifications include:

- Knowledge of and familiarity with the local criminal legal system.
- Extensive understanding of the issues that impact people in jail and who have had contact with the criminal legal system and an abiding interest in reform
- An interest in working independently, remotely, and with flexible hours including occasional weekends

- Compassion and empathy for under-resourced communities and people
- Experience collecting and maintaining case information and/or data
- Comfort working within a startup, non-profit environment.

Diversity Statement

Just City is based in Memphis, TN and is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest workforce possible, we actively seek a diverse applicant pool. Just City's work demands a deep awareness of systemic bias, and applicants will be expected to demonstrate cultural competency above other qualifications.

ANNUAL COMPENSATION

\$20,000 - \$25,000

Part-time

Apply at www.justcity.org/careers. This posting closes on September 4, 2020.