

## **LEAP is searching for a Program Assistant**

**Job Title:** Program Assistant

**Status:** Full-Time Position - Exempt

**Location:** Remote Work  
(Work authorization: I-9 requirements apply)

**Applications Due By:** **Wed, Jul 6, 2022** at 12:00 Noon ET / 9:00 am PT

**Expected Start Date:** Aug 8 - 22, 2022 (flexible)

**Pay Scale:** Annual Salary of \$50,000

**Hours of Work/Schedule:** 40 hours per week / Monday - Friday

**Benefits Include:** Medical, Dental, 20 days Personal Time Off (waiting periods apply), all federal holidays off, allowances for wireless and phone bills and technology purchase

**Position Reports Directly to:** Program Manager Esi Mathis

**About Us:** [The Law Enforcement Action Partnership](#) (LEAP) is a group of police, judges, and prosecutors who advocate publicly for ending the War on Drugs, investing in community-based alternatives to incarceration, and ensuring police accountability. Since 2002, LEAP has supported the work of hundreds of ally organizations to pass state and national policy reforms from marijuana legalization and drug decriminalization to ending qualified immunity. LEAP speakers bring change by delivering testimony, advising lawmakers, publishing OpEds, and speaking at in-person and virtual events. LEAP has also been advising cities around the country on how to send civilians to many low-risk 911 calls rather than armed police: our [Community Responder model](#).

LEAP is proud to be an Equal Opportunity Employer and is committed to promoting fairness in the hiring process. We support Second-Chance Hiring and Fair Chance Act legislation, and we strongly encourage formerly incarcerated and other justice-impacted individuals to apply.

**Job Summary:** LEAP is seeking a full-time program assistant to expand the organization's capacity to mobilize our law enforcement speakers to help pass key federal and state criminal justice reforms.

### **Qualifications:**

- Dedication to drug policy, police reform, racial justice, and/or criminal justice reform.
- Ability to organize and complete many simultaneous projects while working independently from a remote location with minimal supervision.
- Strong writing and editing skills for work such as written testimony for legislators and reports for city leaders.
- Experience communicating with a wide range of audiences.
- Experience using computer applications to communicate and stay organized, such as email, calendar, Google docs, or project management software (e.g. Asana or Airtable).

- Direct personal or professional experience with the criminal justice system is a plus. Personal experience includes but is not limited to being a crime survivor or directly impacted by incarceration, or having a family member who is a crime survivor or directly impacted by incarceration.

**Responsibilities:**

- Self-motivate and remain organized in a fast-paced remote working environment.
- Draft testimony, sign-on letters, and reports from a public safety perspective for audiences from the general public to lawmakers and city leaders.
- Communicate professionally via email and phone with other nonprofit organizations, legislators, and law enforcement to discuss reform efforts.
- Arrange logistics for speaker events, conferences, and testimony.
- Arrange webinars to share innovative local solutions with law enforcement and ally organizations.
- Navigate computer applications: create and edit Google docs, manage projects in Asana, record and find information in Airtable databases, schedule meetings on Google calendar.
- Optional: speak about your own experience with the criminal justice system.
- Note: this responsibilities list is not all-inclusive; it is intended to serve as a guide. The Program Manager retains the right to assign other tasks and determine changes to job responsibilities.

**Education and Experience Requirements:**

No required education or experience

**Physical Requirements:**

Prolonged periods of working on a computer

**Application Requirements and How to Apply:**

Please email a **cover letter** and **resume** to [Jobs@LawEnforcementAction.org](mailto:Jobs@LawEnforcementAction.org). All applications must be received by **Wed, Jul 6, 2022 at 12:00 Noon ET / 9:00 am PT**.

- **Resume** - List relevant professional, educational, and criminal justice-related experience.
- **Cover letter** - Please explain why you are interested in our organization and the specific position, and provide examples showing why you would be a good fit based on the qualifications and responsibilities listed above. Do not simply repeat information contained in your resume.

We will follow up with selected applicants to request a writing sample.

**Important Note:**

Our entire organization works remotely from multiple locations and communicates mostly by video conference, email, and telephone -- not just during the COVID-19 pandemic. We do not gather in an office. On occasion there may be some in-person events and meetings that will require travel and



## LAW ENFORCEMENT ACTION PARTNERSHIP

ADVANCING JUSTICE AND PUBLIC SAFETY SOLUTIONS

121 Mystic Avenue, Suite 9  
Medford, Massachusetts 02155  
T: (781) 393.6985

attendance. Approved work related travel will be covered by the organization. We also offer funds to cover the tools necessary to perform the job remotely according to our technology policy, which will be communicated with candidates at the appropriate time.

### **More about our organization:**

The [Law Enforcement Action Partnership](#) (LEAP) was founded in 2002 by five police officers who wanted to end the War on Drugs. Today, LEAP is a national nonprofit with more than 300 police, judges, prosecutors, and corrections representatives who support criminal justice and drug policy reforms to make communities safer. LEAP elevates the voice of law enforcement in support of reform by arranging media interviews and in-person presentations for our team of law enforcement speakers across the country. Our speakers work on policy change from drug decriminalization to restorative justice, bail reform, police accountability, and overdose prevention sites.

LEAP is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment. We are committed to providing equal employment opportunities and do not discriminate against employees because of race, color, religion, sex (including pregnancy, transgender status, sexual orientation, gender identity or expression), national origin, age (40 or older), physical or mental disability, genetic information, or status as a covered veteran, or any other protected status under local, state, or federal law.