



LEAP is searching for a Program Assistant

Job Title: Program Assistant

Status: Full-Time – Non-Exempt

Location: Remote Work

Pay Level: Up to \$52,000

Applications Due: October 25, 2023, at 12:00 Noon ET

SUMMARY DESCRIPTION:

The Program Assistant (PA) will provide administrative support to the Program Manager. As such, the PA will contribute to LEAP's efforts to drive change through federal and state criminal justice reforms.

The PA will work closely and proactively with colleagues on the team and across LEAP, to help manage administrative workflows and to ensure smooth-running operations. The position reports directly to the Program Manager.

Responsibilities:

- Manage calendars, including scheduling speakers and meetings and required follow-up.
- Assist Program Manager in responding to requests for information and speaker requests from external sources, including liaising directly with potential speakers.
- Support the intake and review of speaker engagement requests, and the tracking and monitoring of speaker relationships.
- Draft testimony, sign-on letters, and reports from a public safety perspective for a diverse audience.
- Create and edit documents. Record, find and manage project databases.
- Access and maintain appropriate files and databases.
- Draft and update speaker biographies and upload approved biographies to LEAP's website.
- Collaborate with other program staff members to strengthen departmental efforts.
- Attend meetings with ally organizations.
- Other duties as assigned by the Program Manager.

Qualifications:

- A high school diploma or equivalent and two years of administrative experience, OR a bachelor's degree.
- Professional telephone and email etiquette.
- Highly functioning administrator who is proactive and able to self-manage, prioritize work assignments, manage multiple deadlines, and represent the department and LEAP in any given environment.
- A team player with an ability to work in diverse teams with accountability and responsibility; ability to contribute to a positive, productive, open and supportive environment that motivates everyone to perform at their best.
- Self-motivate and remain organized to complete projects on time in a fast-paced remote working environment.
- A clear communicator (written and oral), flexible, proactive planning skills, organizational skills, and critical thinking skills, proven ability to problem solve and follow up appropriately on process and procedural issues.
- Excellent oral and written communication skills; ability to manage communications tactfully and professionally with high attention to detail and accuracy.
- Demonstrated proficiency utilizing online resources and data tools for information retrieval and data entry.
- Detailed knowledge of and demonstrated proficiency in the use of Microsoft Office and Google computer applications, including Microsoft Outlook, Word, Excel, PowerPoint and Google Drive, Sheets, and Docs.
- Experience using and contributing to a formal content or document management system (for example, SharePoint); enthusiasm for learning new tools and technologies and ability to adapt to rapidly evolving applications and systems.

This job description is intended to provide a general overview of the position and its responsibilities. It is not an exhaustive list of all duties, skills, and qualifications required. The responsibilities and requirements may be subject to change based on organizational needs.

Not sure if you meet all the qualifications? Please apply!

Compensation

Salary is based on experience. A generous benefits package is provided.

How to Apply:

To apply for this position, please submit your resume, cover letter and writing sample (instructions below) to Jobs2@LawEnforcementAction.org. Only shortlisted candidates will be contacted for further steps in the selection process.

Writing Sample Instructions:

Please name the file: "(Your full name) - October 2023 Program Assistant Writing Sample"

Letter to the Editor (LTE) writing sample - Please write a Letter to the Editor for publication in a local newspaper advocating for the end to excessive fines and fees and discussing the impact of current practices and laws. Write as if you were [one of our speakers](#) trying to convince people who are unaware of the problem but who listen to law enforcement.

Please sign the LTE as that speaker, and feel free to use some creative license – within reason – about their experience. Word count: 150-300 words.

More about our organization:

[Law Enforcement Action Partnership](#) (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.

Equal employment opportunity and having a diverse staff are fundamental principles at LEAP, where employment and promotional opportunities are based upon individual capabilities and qualifications, without regard to race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identify, gender expression, veteran's status, or any other factor that is prohibited consideration under applicable law.