



LAW ENFORCEMENT ACTION PARTNERSHIP

ADVANCING JUSTICE AND PUBLIC SAFETY SOLUTIONS



LEAP is hiring a Community Responder Program Assistant

Job Title	Program Assistant
Status	Full-Time Position - Non-Exempt
Location	Remote Work (Work authorization: I-9 requirements apply)
Due Date	Mon, Oct 7, 2024 at 12:00 Noon ET / 9:00 am PT
Start Date	November 12 - 14, 2024 (flexible)
Pay Level	Annual Salary of \$57,000
Work Schedule	40 hours per week, Monday - Friday. Some flexibility in hours, but must be available each weekday 11am - 4pm ET.
Benefits Include	<ul style="list-style-type: none">• Medical and Dental health coverage• 20 days Personal Time Off (waiting periods apply)• All federal holidays off• Organizational closure the last week of December• Allowances for cell phone and internet service and technology purchase

About LEAP

The Law Enforcement Action Partnership (LEAP) is a national nonprofit network 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 2020, LEAP has advised cities around the country on how to send trained civilian teams to many low-risk 911 calls rather than armed police - see our original Community Responder explanation, as well as our Evanston report and our dispatch and liability reports.

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

The Law Enforcement Action Partnership (LEAP) is seeking a dedicated and motivated full-time Program Assistant to enhance our Community Responder team's capacity. This role is pivotal in helping cities send the right responders to 9-1-1 calls in order to address the root causes of crime, prevent negative police interactions, and remove responsibilities from the plate of the police. The Program Assistant will work remotely, engaging with city stakeholders across the country to build and expand community responder programs.

Qualifications

- **Commitment to Justice:** Strong dedication to racial justice, drug policy reform, and criminal justice reform.
- **Remote Work Capacity:** Proven ability to work independently from a remote location with minimal supervision.
- **Organizational Skills:** Exceptional organizational skills with the ability to manage projects simultaneously and prioritize tasks.

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Qualifications (cont'd)

- **Writing Proficiency:** Strong writing skills for outreach and communication with various stakeholders, including city officials, data experts, and community members.
- **Interpersonal Skills:** Ability to communicate with a wide range of audiences, demonstrating professionalism and empathy in all interactions.
- **Personal or Professional Lived Experience:** Direct personal or professional experience with the criminal justice system is a plus. Personal experience includes being a crime survivor or directly impacted by incarceration, as well as having a close family member who is a crime survivor or directly impacted by incarceration.

Responsibilities

- **Project Management:** Self-motivate and remain organized in a fast-paced remote working environment. Track and manage notes, contacts, and next steps for multiple, concurrent projects across numerous cities.
- **Research and Analysis:** Conduct phone interviews and perform online research to gather information on existing community programs, focusing on aspects such as operating agency, dispatch methods, call types, and funding sources.
- **Communication:** Professionally engage with a diverse range of stakeholders – including city leaders, local activists, and law enforcement – through persuasive email outreach.
- **Logistical Coordination:** Arrange logistics for Zoom meetings and presentations, ensuring smooth communication and collaboration among team members and external partners.
- **Teamwork:** Function effectively as part of the Community Responder team, assisting colleagues as needed and fostering a collaborative work environment.
- **Technical Proficiency:** Utilize computer applications effectively, including: creating and editing Google Docs, managing data in Google Sheets, scheduling meetings on Google Calendar, and using and updating Airtable databases.

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Responsibilities (cont'd)

- **Additional Duties:** Perform other tasks as assigned by the Program Director, including support for LEAP's state and federal reform advocacy efforts.
- **Note:** this responsibilities list is not all-inclusive; it is intended to serve as a guide. The Program Director retains the right to assign other tasks and determine changes to job responsibilities.

Education and Experience Requirements

LEAP focuses on abilities and growth potential rather than formal education credentials. Applicants will be given opportunities to demonstrate their abilities in the course of the application process.

Physical Requirements

Prolonged periods of working on a computer, requiring applicants to possess visual acuity and manual dexterity.



How to Apply



Interested candidates should email their **resume** and a **cover letter** to Jobs@LawEnforcementAction.org. Applications must be received by **Mon, Oct 7, 2024** at 12:00 Noon ET / 9:00 am PT.

- **Resume** - Include details of professional and personal experience and education related to racial justice and/or criminal justice reform.
- **Cover letter** - Explain your interest in LEAP and this specific position. Provide concrete examples demonstrating your fit based on the qualifications and responsibilities outlined above. Avoid simply reiterating information from your resume.

Selected applicants will be contacted for a writing sample as part of the evaluation process.

Remote Work Advisory

Our entire organization works remotely from multiple locations and communicates mostly by video conference, email, and telephone. We do not gather in an office. We meet in-person for an annual staff retreat, and some staff attend in-person events, meetings, and conferences. 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 LEAP

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's community responder team complements this work by assisting individual cities in designing and implementing a community responder model tailored to their jurisdiction.

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.

