



CJI Executive Assistant

Are you someone who thrives on being at the center of the action, who is an all-star multitasker, and who has a desire to learn about what it takes to keep a philanthropic organization running smoothly? If so, then we have the perfect position for you!

The Circle for Justice Innovations (CJI) is seeking an Executive Assistant to support our growing team. This is currently a remote work position but would become a hybrid position blending a remote and on-site work schedule. CJI is interested in candidates who are highly organized, people-oriented, driven to make change in the criminal legal system, and who have a track record of working collaboratively on a diverse and inclusive team.

Who We Are

The Circle for Justice Innovations (CJI) is a Black-woman-led, philanthropic organization with over 20 years of experience serving grassroots organizations on the frontlines of the fight against mass incarceration and state violence. CJI specializes in a participatory grantmaking model that brings activists directly impacted by the criminal legal system and other systemic forms of oppression together with progressive donors to ensure that funds are being directed to those best situated to bring about change in their communities.

Our organization has grown rapidly over the last two years, with our staff doubling in size and our grantmaking operation expanding in kind. Flipping through the news, it is clear that the call for transformative change in the criminal legal system has yet to be delivered, and so CJI continues to stand alongside a nationwide network of grassroots activists fighting for change in their communities. As our movements for justice have grown in size and in scope, so too have their financial needs.

As CJI's Executive Assistant, you would be responsible for keeping our organization on track to deliver grant funding and organizational support to those groups on the frontlines of the fight for change. The Executive Assistant works with administrative staff in complementary CJI departments such as Program, Operations and Development & Communications.

What You'll Do

As Executive Assistant, you will support the Executive Director in the coordination and administration of all day-to-day operations of the organization. You will also be required to exercise sound judgment, sensitivity, and discretion in the execution of assigned responsibilities, always present a positive image of the Circle for Justice Innovations (CJI) and the Executive Director's office in internal and external communication, and swiftly respond to requests and queries from stakeholders, media, movement partners, and other relevant parties.

Specifically, you will:

- Coordinate the scheduling, preparation, and logistics of appointments and meetings with internal and external stakeholders; including activists, donors, funders, grantees, philanthropic leaders, movement leaders and corporate sponsors, etc.
- Coordinate, draft, and edit communications for the Executive Director's internal and external contacts.
- Provide limited administrative support (such as processing invoices or making requested purchases) for the Special Projects of the Executive Office as requested by the Executive Director, such as the Friends of Abolitionist Place (FAB), Intimate Partner Violence (IPV) Project, and the Restoring Our Movements Project (ROMP) which are largely managed by CJI consultants.
- Manage CJI's SOS Rapid Response Fund and SOS Committee under the direction of the Executive Director, including scheduling of meetings, managing applications, monitoring grant income and grant expenditures, writing grantee profiles, and conducting research as needed.
- Manage the administration and logistics of CJI's Board of Directors, Steering Committee, and Recruitment and Retention Committee, including the organization of standing meetings, the preparation of Committee documents, and taking meeting minutes as needed.
- Manage any and all other activities assigned by the Executive Director.
- Supervise new and temporary personnel as needed during peak periods.
- An added plus would be budget creation and management experience to assist the Executive Director in the preparation and control of the Executive Office non-personnel budget, including the budget modification process.

Who You Are

The ideal candidate for this role:

- Excels in a fast-paced (virtual) office environment and can independently manage competing tasks and deadlines
- Is a master organizer, someone whose checklists have checklists and who is able to categorize and synthesize large amounts of information quickly

- Thrives on person-to-person interaction, relationship building, and always treats others with the utmost respect, regardless of background, class, or status
- Can demonstrate excellent problem-solving skills and a strong sense of ownership over complex assignments, is able to follow-through without being prompted, and is willing to do what it takes to get the job done – planning effectively and thinking on your feet when plans inevitably change
- Has a robust working knowledge of Microsoft Office (especially Excel and Word), virtual collaboration software such as Zoom and Microsoft Teams, familiarity with OneDrive, and knowledge of grants management software like Submittable and DonorPerfect is a plus

Because our clients and colleagues come from a wide range of backgrounds, candidates need to be able to thoughtfully navigate issues related to race, class, gender, religion/creed, and ability. You should always represent CJI in a positive light by being mindful of inclusive language in all forms of communication and work to address your own inherent privileges and biases. You'll also need to fit well with our culture, bringing a strong commitment to abolition, an ability to complete tasks quickly and carefully, and the softness to find time to laugh while you work.

What Else You Should Know

Salary is competitive and based on experience and qualifications.

CJI is a project of NEO Philanthropy Inc. It is the policy of NEO to afford equal employment opportunity to all qualified persons regardless of history of incarceration, race, color, religious creed, national origin, age, military status, pregnancy status, sexual orientation, disability, genetic information, gender identity, gender expression or gender.

People directly impacted by the criminal legal or immigration systems; with a previous history of incarceration; women; people of color; LGBTQI+ people; and people with disabilities are strongly encouraged to apply.

What Now?

If reading this has sparked a fire in you, please send your resume and a cover letter describing why you think you'd be great at this job to cjistaffing@gmail.com. We'll be interviewing candidates on a rolling basis and encourage you to apply as soon as possible.

