

ADMINISTRATIVE ASSISTANT

The Center on Juvenile and Criminal Justice (CJCJ) is a nonprofit community-based organization whose mission is to reduce society's reliance on the use of incarceration as a solution to social problems. We do this through the provision of direct services, public education, and technical assistance. One of our direct service programs is Cameo House (www.cjcj.org/Direct-services/Cameo-House.html) which is an alternative sentencing program that provides gender responsive and trauma informed services predominantly to pregnant and parenting women and their children in a residential setting. Another of our direct services is our behavioral health services for youth that are justice-involved or in-risk of involvement (www.cjcj.org/Direct-services/Community-Options-for-Youth.html). For more information, please visit our website at www.cjcj.org.

CJCJ is currently seeking a full-time hourly administrative assistant to assist in varying facets of program and agency operations and administration, providing direct administrative support to the Cameo House program and to our behavioral health services programs. The position is ideal for applicants with excellent attention to detail and who are eager and willing to learn.

Duties and responsibilities include:

- Creating program documents including monthly, quarterly, and annual program outcomes reports, letters, forms, manuals, and curriculum
- Assist with the monitoring and proper maintenance of program client case files to include support in opening, maintaining, and closing client files and ensuring documentation practices meet minimum standard requirements
- Provide quality assurance and monitoring through implementation of varying checks and balances procedures to support CJCJ's behavioral health services
- Provide support with the development of monthly invoices
- Perform various human resource responsibilities and support with fiscal responsibilities to include maintenance and updating of personnel records, and compliance with agency personnel policies
- Manage program staff schedules adjusting for shifts changes as needed
- Schedule and oversee building maintenance as needed
- Enhance and maintain agency's technological needs, including computers, accessories, and software
- Conduct inventory, maintain and order supplies, and oversee and maintain office equipment

Qualifications for this position are listed below:

Previous experience preferred but not required. On the job training will be provided, but applicants must possess the following traits:

- Excellent attention to detail and great organizational skills
- Strong work ethic, dependable, and responsible
- Computer literate and IT savvy

- Must be able to multi-task and work under pressure
- Able to meet deadlines
- Able to work with others and independently
- Great sense of humor
- Commitment to the agency's mission
- Experience as an administrator or in clerical work preferred
- Fiscal experience preferred; desire to learn human resources and/or fiscal skills a must

This position reports directly to CJCJ's Deputy Director. This is an hourly non-exempt position. Anticipated weekly hours are 35 hours/week but can be negotiated to fewer if desired.

To Apply: Send your resume and cover letter with "Administrative Assistant" in the subject line to cjcjoffice@gmail.com. This position will remain open until filled so apply immediately if you are interested.

Benefits: This is an hourly position with great opportunities for free on-the-job training and comprehensive benefits, a casual work environment, and a great team of committed professionals. Full benefits include complete health, dental, and life insurances, of which CJCJ covers 100% of the premiums – zero employee contribution. Additional benefits include 12 holidays/year, 10 sick days/year, and 10 vacation days/year (vacation time increases based off of staff seniority). CJCJ offers a casual work environment and a great team of committed professionals.

WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.