



Job Posting:
Program Coordinator, Inside Membership
Full-time, non-exempt (hourly)

Initiate Justice's mission is to end incarceration by activating the political power of the people it directly impacts. We organize our members, both inside and outside of prisons, to advocate for their freedom and change criminal justice policy in California. We have nearly 40,000 incarcerated members, more than 800 organizers inside and outside of prisons, and over 2,000 more members and supporters throughout California. We are 100% led by people directly impacted by incarceration.

The Inside Membership Program Coordinator will support Initiate Justice's efforts to educate, engage, and communicate with our nearly 40,000 incarcerated members, reporting directly to the Executive Director. The Inside Membership Program Coordinator will help deepen the political and abolitionist education of Inside Members through *The Inside Journal*, while also creating pathways for them to engage in organization and movement activities. You will also help identify opportunities to uplift the stories and experiences of Inside Members and connect them with outside communities.

This is currently a hybrid role (50% remote and 50% in-person, which is subject to change in the organization's sole discretion), with substantial Los Angeles-based work required.

Primary duties and responsibilities:

- Maintain our Inside Member database/mailling list of about 40,000 contacts and track what information and requests we are receiving and sending
- Coordinate the drafting and sending of *The Inside Journal* four times per year (or more often if the organization chooses) with education, civic engagement tools, surveys, action items, and more
- Coordinate with people inside and impacted families outside to ensure useful materials and resources are reaching people inside our state prisons
- Maintain a mail response system to:
 - Respond to mail timely, sending resources and information inside
 - Add new members to our Inside Member database/mailling list
 - Regularly update mail response templates with accurate information
- Host regular mail nights for community members and volunteers
- Identify and provide diverse opportunities for Inside Members to support Initiate Justice's goals, campaigns, and movement building work
- Connect incarcerated members to advocacy, organizing, and narrative change work throughout the state impacting them and their families



- Work closely with the Executive Director to identify opportunities for collaboration with other Initiate Justice departments, programs, and projects
- Other duties and responsibilities as assigned by the Executive Director or someone they designate

Job Skills & Requirements:

- 1 to 3 years of relevant experience in a similar role
- Comfortable with and skilled at communicating with diverse audiences, especially people currently incarcerated
- Must be comfortable using common office technology and Google Workspace
- Experience working with volunteers and hosting small events or meetings
- Experience working with large databases/ mailing lists
- Some familiarity with California's prison system, prison reform and abolitionist movements, and the CA legislative process
- Location: Must be able to reliably commute to the office in Los Angeles, consistent with the organization's hybrid schedule (as may be modified from time to time)
- Work hours: This is a full-time position, generally Monday through Friday, with some nights and weekends as needed (reasonable accommodations will be considered for scheduling needs related to religious observance, disability, or other protected characteristics)

Preferred Qualifications:

- Formerly incarcerated in or impacted by California's state prison system
- Experience using, editing, and developing databases in Airtable
- Excellent social and interpersonal skills, including:
 - Building relationships and social capital
 - Motivating others to take action
 - Engaging people based on their experiences, interests, and connections to the work
 - Demonstrating cultural humility and the ability to connect across diverse backgrounds and experiences
- Willing and able to travel to and attend events and resource fairs in prisons
- Ability to read and write in Spanish is a plus

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this role.

Reasonable accommodations that do not cause an undue hardship may be made to enable qualified individuals with disabilities to perform the essential functions of the position with such accommodations.



- While performing the duties of this position, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands or fingers to handle or feel objects, tools, or controls.
- The employee is frequently required to stand, walk, sit, and reach with hands and arms for extended periods of time while performing duties.
- Specific vision abilities required for this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment will often range from low to high.

Note: *This job description does not list every task that this position is responsible for. Employees may be asked to do other job-related tasks as needed by authorized supervisors. Duties and responsibilities may change at any time, with or without notice. All duties listed are essential to the role and may be adjusted, as needed, to reasonably accommodate employees with disabilities.*

Compensation & Benefits:

\$33.00 - \$36.00 hourly pay range (depending on qualifications, strengths, experience and education), full-time position with a competitive benefits package including:

- Comprehensive health insurance plan that provides coverage for health, dental, and vision (per plan documents) with premiums paid by Initiate Justice
- Enrollment in the organization-sponsored retirement plan after six months of employment (per plan documents)
- Generous time off policies include holidays, vacations, sick days, and emergency days (subject to organization policies, which can be changed in organization's sole discretion)
- Stipend for home office/remote work (subject to organization policies, which can be changed in organization's sole discretion)
- Stipend for personal healing/wellness (subject to organization policies, which can be changed in organization's sole discretion)
- Annual professional development funds (subject to organization policies, which can be changed in organization's sole discretion)

Hiring Timeline:

- **Apply by Friday, April 3rd** for priority consideration
- **Target Start Date:** Monday, April 27th

Visit [InitiateJustice.org/Careers](https://www.initiatejustice.org/Careers) to apply.

Please be prepared to provide the following four items:

- 1) Your resume with relevant experience

- 2) A cover letter summarizing your interest, your commitment to our mission, and what you bring to the role
- 3) A one-page work sample showing your ability to break down and present difficult concepts to a wide audience, especially incarcerated people
- 4) At least two professional or academic references

For questions about this opening or for help completing your application, please email us at JoinOurTeam@InitiateJustice.org.

Equal Employment Opportunity Statement:

Initiate Justice is an Equal Opportunity Employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex (including pregnancy, childbirth, and related medical conditions), religious creed, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, gender identity or expression, military or veteran status, formerly incarcerated status, or any other characteristic protected by applicable federal, state, or local laws. This policy applies to all employment practices, including recruitment, hiring, promotion, and termination. We strongly encourage everyone to apply.