



## **POSITION ANNOUNCEMENT**

Restore Justice, Office Manager

Posted April 23, 2019

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[Restore Justice](#) seeks a part-time **Office Manager** to support our organization's work. We are a 501 c 3 non-profit organization founded in 2015. Based in the River North neighborhood of Chicago, we currently get things done with a staff of three (1 FT, 2 PT) and an active corps of volunteer board members.

### **Restore Justice**

Our mission is to advocate for fairness, humanity, and compassion throughout the Illinois criminal justice system, with a primary focus on inmates and families affected by extreme sentences for felony convictions in their youth. We create and support policies that allow those who are rehabilitated to go home, and that ensure both inmate and victim families have opportunities for justice. We engage currently incarcerated individuals and their families, former inmates, victims and their families, and concerned Illinoisans in advocacy and service in the criminal justice system.

### **Position summary**

We seek someone who can help us anchor our ambitious fundraising, advocacy, outreach, and communications work with strong administrative practices and systems. While we are open to many types of candidates, we would prefer to add a team-member who is seriously Type-A and has experience both developing and implementing administrative systems. Since this is a new, part-time position, we are looking for a pragmatic, "no nonsense" individual who can help assess our situation and work with us to get the most important work done first.

The primary tasks involved in this position are:

- Maintaining strong donor records and acknowledging all donations.
- Inputting information into our constituent database and electronic marketing platform, and generating reports.
- Paying bills, depositing donations, and logging both in Quickbooks.
- Managing a "tickler file" of deadlines for filings, proposals, and reports and ensuring relevant staff and board are aware of upcoming deadlines.
- Assisting with the scheduling and logistics for board meetings and activities.
- Logging incoming correspondence and identifying issues for follow up (for example, entering the addresses of inmates who write to us and passing along letters that highlight something relevant to our policy agenda).
- Supporting event and other marketing efforts (for example, handling event registrations).

Here are the tools we use:

- G-suite for all document creation and storage.
- Mailchimp for our electronic marketing.
- Salesforce for our relationship database.



- WordPress for our website platform.
- Quickbooks (desktop) for our accounting.

We prioritize collaboration with people directly impacted by the criminal justice system (including inmates, former inmates, lawyers, family members, and a wide and diverse cast of supporting characters). Everyone who is involved with Restore Justice needs to be able to draw deeply from their personal wells of compassion, versatility, tenacity, and patience.

While the Administrative Assistant will primarily work at a computer, they will pitch in for “all hands” activities such as advocacy trainings, board meetings, special court dates, lobby days, coalition meetings, and prison visits. This is a new position and it will report to the Executive Director.

**A successful candidate will:**

- Have had at least two significant, continuous work experiences (beyond an internship), lasting more than one year, or a comparable set of experiences.
- Have excellent organizational skills and the ability to manage tasks quickly and efficiently.
- Will have a great sense of humor and enjoy being “the organized one.”
- Will be comfortable and confident using the office tools listed above.

**Restore Justice believes in:**

- Affirming the DIGNITY & HUMANITY of all, regardless of age, income, race, ethnicity, sexual orientation, national origin, or criminal history.
- The idea that PEOPLE COME FIRST. People matter more than any agenda or abstract success, and we strive to make sure that what we do creates real change for real communities.
- DOING NO HARM. Restore Justice maintains rigorous checks to ensure our policies do not negatively impact the people we serve or prevent individuals from accessing services.
- PRACTICAL STRATEGIES that can achieve ASPIRATIONAL GOALS. We dream big while also recognizing the dynamics of the system as it is.
- The possibility for TRANSFORMATION. All individuals are capable of dramatic change within themselves and people united together are capable of creating dramatic change in systems and institutions.

**Important details**

- The salary range for this position is flexible based on experience and work hours, not to exceed **half-time** or \$25K in the first year.
- Our benefits package for all employees, including part-time employees, includes paid time off, health insurance, dental insurance, and a long-term disability plan.
- We aspire to be a workplace that promotes balance and health.
- We are an equal opportunity employer and encourage all to apply.
- If you would like assistance with any aspect of the hiring process, please elaborate in an email to [jobs@restorejustice.org](mailto:jobs@restorejustice.org). Because we are stretched thin, **we can't take phone calls about the position in advance of the deadline**. We will do our best to respond to queries and acknowledge your application in a timely manner.



**Send resume, cover letter, and three references\*, by Friday, May 17:**

Jobi Cates, Executive Director (pronouns: she/her)  
[jobs@restorejustice.org](mailto:jobs@restorejustice.org)

**Or by mail:**

Jobi Cates, Executive Director (pronouns: she/her)  
Restore Justice Foundation  
PO Box 101099  
Chicago, IL 60610

\*References will not be contacted without your advance approval.