



Ensuring excellence in juvenile defense and promoting justice for all children

Job Description

Administrative Manager, Pacific Juvenile Defender Center Hourly, Part-Time, Remote

Primary Duties and Responsibilities: The Administrative Manager supports the operational, administrative, and organizational functions of the organization in consultation with the PJDC team and under the supervision of the Executive Director. The Administrative Manager will report to the Executive Director.

Essential Job Duties (some training will be provided for skills not yet learned):

- Manage all technology operations, including serving as Website Administrator, management of PJDC listservs, membership panel, and twice annual update of PJDC online resource bank
- Maintain bank of PJDC recorded trainings, and general management of online payments.
- Lead planning, registration, support and technical assistance for online and live training events
- Act as compliance manager for MCLE continuing education credits for attorneys, including managing training forms, record-keeping, attendance and renewal forms
- Issue vendor payments
- Track donations
- Assist with grants management, including financial and programmatic reporting obligations

Desired Qualifications:

- Have a demonstrated talent for attention to detail, be highly organized, and be able to effectively multitask.
- Be a self-starter who is proactive and can anticipate organizational needs and manage time well.
- Work independently and efficiently after receiving instructions and guidance.
- Possess problem-solving skills and initiative necessary to resolve issues and achieve the best results.
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access) and Google Suite products
- Have strong written and verbal communication skills.
- Have an articulated passion for fighting for the rights of young people, transforming the juvenile legal system, and supporting the youth defense community.
- Commitment to enhancing the effectiveness of nonprofit organizations
- Demonstrated commitment to an inclusive working and learning environment, and carrying out the mission of the organization.

Inclusion and equity are core values of PJDC in advancing its mission. We are committed to building and sustaining an inclusive and equitable working and learning environment. We believe diversity benefits and enriches the development of all PJDC members and ultimately the young people we serve.

Experience:

- High school diploma/GED required.
- Bachelor's degree preferred.
- At least three to five years' experience in office management or a similar administrative role.

Compensation:

The expectation for this position is approximately 20 hours/week of work with occasional opportunities for additional hours during specified projects. The position will be fully remote with some occasional in person meetings or events. Compensation is commensurate with experience, anticipated to be \$35-\$38/hour. Benefits includes 2 weeks of paid vacation, 14 paid holidays, and 40 hours of sick leave per year.

Application process:

- To apply, please email a cover letter and resume to brooke@pjdc.org with the subject: Administrative Manager.
- This posting will remain open until the position is filled.