ORANGE COUNTY JUSTICE FUND

JOB OPENING: PROGRAM COORDINATOR

Date posted: February 7, 2020

The Orange County Justice Fund (OCJF) is a 501(c)(3) nonprofit organization devoted to enhancing access to justice for detained immigrants in Orange County. Last year, OCJF launched an immigrant bond fund, which to date has provided funds that have led to the release of over 30 people from immigration detention. OCJF collaborates with local coalitions of legal service providers and community organizers providing legal and community support to detained immigrants, and actively engages with the broader Orange County community on immigration, asylum, incarceration, social justice and related issues.

OCJF now seeks an energetic, passionate, and detail-oriented individual to serve as a Program Coordinator to provide operational, strategic, fundraising and administrative leadership and support to carry out OCJF’s mission and programs. The Program Coordinator’s core responsibilities will focus on the following areas, to be executed in coordination with OCJF’s Board of Directors and working committees:

- **Deportation Defense**: Serve as a point of contact for unrepresented individuals with ties to Orange County who are facing deportation, with a focus on detained individuals, and working collaboratively with legal service providers, community organizers and other nonprofit organizations to assist individuals where possible;

- **Bond Fund**: Work with bond fund committee to continue successful growth and implementation of bond fund, including through forging relationships with bond fund recipients and referring organizations; communicating with national and local bond fund networks; coordinating fund transfers; participating in bond fund allocation decisions; and developing and executing communications strategy;

- **Fundraising**: Work with fundraising committee to implement fundraising strategies, including fundraising events and grant applications.

- **Organizational leadership & support**: Provide necessary infrastructural support to organization, including through recordkeeping, database management, and communications with donors.

The Program Coordinator must consistently exercise a high degree of initiative, organizational skills, independence, good judgment, flexibility in performing a wide variety of duties, and the ability to adjust to changing priorities and work well under pressure. Performance at this level requires independent learning, critical thinking and problem solving, strong verbal and written communication skills, resourcefulness, knowledge of office environment and technology, and a commitment to seeing tasks and projects through to completion.
The Program Coordinator will be provided benefits (or a stipend for benefits), budget for mileage and other expenses, a laptop computer and printer, and a desk space at a private office. The Program Coordinator will report to the OCJF Board of Directors and will be expected to attend meetings of the Board.

**Qualifications**
- Undergraduate degree with strong academic performance required; J.D. or prior experience with immigration system helpful;
- Proficiency in spoken and written Spanish;
- Commitment to social justice and to advocating for low-income immigrants, with a focus on trauma survivors, immigrants with mental health issues and/or immigrants with criminal legal system involvement;
- Positive attitude with good organization, time management, and communication skills;
- Ability to work effectively within a team environment, as well as independently;
- Strong writing, organizational, and computer skills;
- Demonstrated ability to initiate, design, plan, and execute multiple complex projects simultaneously with accuracy and efficiency in a high-pressure environment;
- Tact, discretion, and experience handling confidential information.

**Salary/Compensation:** $55,000-65,000/year annualized with benefits; salary and terms are subject to further negotiation depending on experience.

**To apply:** Send a cover letter, resume, and list of references to info@ocjusticefund.org, subject line: “Application for Program Coordinator.” Apply by March 1, 2020 for earliest consideration.

The Orange County Justice Fund is an equal opportunity employer. For more information about the organization, visit [www.ocjusticefund.org](http://www.ocjusticefund.org).

Physical requirements: The position requires frequent writing, driving, analytic, reading, speaking, sitting, standing, walking, handling objects and the ability to work in multiple environments. Occasional pulling, squatting, carrying or lifting loads up to 25 pounds.