

## **Campaign for Youth Justice Job Description Special Projects Assistant**

**Description:** The Special Projects Assistant will focus on managing projects, materials production, and communications activities that support the Campaign for Youth Justice's advocacy work and organizational goals. All projects given to the assistant will be related to achieving the organization's goal of ending the practice of trying, sentencing and incarcerating youth under 18 in the adult system. The Special Projects Assistant wide-ranging and varied work responsibility will include, but are not limited to the following:

- Develop and maintain detailed schedules for top organization priority projects such as legislative briefings and report releases;
- Manage relationships with outside consultants and vendors including, authors, graphic designers, copy editors and publishers;
- Coordinate production schedules and ensure deadlines are met;
- Proofread and edit the Campaign's public documents and assist with internal graphic design of advocacy materials and tools;
- Provide logistical and staffing support to VIP's at special events
- Edit and coordinate production of monthly newsletter;
- Update and maintain the Campaign's Social Network sites (Facebook, Twitter, YouTube and other social media tools);
- Update website regularly;
- Assist with additional administrative tasks on an as needed basis;

**Education:** Bachelor's Degree required, graphic design and social media proficiency preferred.

**Experience:** Required: 1+ years experience working in an office and excellent communications skills; experience with Microsoft PowerPoint and Publisher or other graphic design software; strong interest in youth issues preferred; Desirable: Individuals personally affected by the practice of trying, sentencing and incarcerating juveniles in the adult criminal justice system are encouraged to apply.

### **Core Knowledge and Skills:**

- Willingness to be a team player;
- Ability to complete multiple tasks and high volume of work on deadline;
- Attention to detail and strong writing and editing skills;
- Excellent time management and organizational skills;
- A proactive, creative and flexible attitude

**Application instructions:** Please send a cover letter, resume and writing sample to the selection committee at [sgray@cfyj.org](mailto:sgray@cfyj.org). No phone calls please. The deadline for applications is 5pm September 17th.