

LOS ANGELES REGIONAL REENTRY PARTNERSHIP
JOB DESCRIPTION

Title: Program Specialist
FLSA: Non-Exempt, Full time
Pay Range or Rate: DOE

Division: LARRP
Supervisor: Program Manager
Revised: 06/28/2021

LARRP Summary

Founded in 2011 to advance the nonprofit sector's communications, capacity building and convening for the Reentry Community. The Los Angeles Regional Reentry Partnership (LARRP) is a nonprofit think tank that designs, conducts, interprets and explains the complicated reentry system to advance the resolution of social problems and people impacted by the system.

LARRP Meetings

Prepare and assist with 12 General monthly meetings

- Promotion of General Meetings to LARRP website, listserv, and social media platforms in communication with LARRPs webmaster.
- Secure speakers as requested by LARRP Executive and Steering Committees
- Coordinate and vetted out content by speakers to ensure sustained quality of presentations
- Secure and onboard lived experience speaker with guiding document for the LARRP Voices From Impacted People segment. Send out calendar invitations to people about the meeting
- Provide sign-in sheets, membership materials, event flyers, and set up registration table

Prepare and assist with 12 Executive and 12 Steering Committee meetings

- Develop and finalize LARRP Executive and Steering Committee meeting agenda
- Respond to Steering Committee and Executive Committee correspondents.

Prepare and assist with Issue Committees

- Issue Committee Agendas and check when chairs for agenda items.
- Attend all issue committee meetings to take minutes and finalize notes for review
- Coordinate and secure LARRP issue committee report outs on even numbered months
- Support the on boarding of new committee members.
- Put copy of sign in sheets in Drop Box

LARRP Legal Clinics

Assist and managed with legal clinics

- Conduct monthly/bi monthly legal clinics
- Following up with support of legal clinics in the county.
- Provide meeting support including logistical set up and document preparation
- Conduct quality control updates with clients

LARRP Membership

- Notify SC, EC committees, and Management Monthly and quarterly of new members for the past month
- Push membership in all of LARRP meetings, to community and providers
- Conduct quality control on membership and communicate renewals
- Creating and Manage data set in Network For Good.

LARRP Social Media Accounts

- Maintain active presence on the LARRP social media platforms, Facebook, Twitter, Instagram, etc. on a daily basis minimum 2 post per day across all platforms and build out followers.
- Provide subject matter expertise to LARRP network on social media best practices, and conducted trainings as needed.
- Manage online communications and ensure that LARRP utilizes a cutting-edge approach to social media and other emerging media channels and technologies through participating campaigns and programs
- Ensure the use of effective, well-researched messages throughout the organization
- Cultivate content and subject matter to support LARRPs network partners, organize speakers for social media content and live events.

LARRP Follow up support

- Assist the Coordinators in follow up with clients/cohort members support as needed
- Assist Program Manager in managing calendars, meeting and appointments for Team
- Assist Leadership team in providing wellness activities
- Create committee support survey and conduct bi-weekly follow-ups

Secondary Functions

- Perform other duties as assigned by the Executive Director, Managing Director, and/or Program Manager.
- Update Revenue Sheets and budgets per Program Managers request. And other duties as assigned
- Must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Non-Essential Qualifications:

Knowledge of Microsoft products – Outlook, Excel, Word; adequate knowledge of data – how to record, to simple tallies, as well has design product such as canva- bilingual in Spanish would be an asset

Environmental Conditions (Working Conditions)

Local automobile travel is required. Vaccination is required for employment.

Physical Requirements

The Program Specialist typically spends time sitting, standing, typing, thinking, writing, walking, driving, carrying (max. 15 lbs), listening, speaking

Mental Requirements

This position will require the individual to be able to handle any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules: be able to process information, think and conceptualize.

This position reports to Program Manager and must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

I have been given a copy of this Job Description. I understand that I may be asked to perform duties not listed on the description and that management may change this position description at any time, according to Agency needs.

Los Angeles Reentry Regional Partnership is an Equal Opportunity/Affirmative Action Employer. Personnel are chosen on the basis of ability without regard to race, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

