CCM : LOS ANGELES REGIONAL REENTRY PARTNERSHIP

JOB DESCRIPTION

Title: Program Specialist
Division: Christ-Centered Ministries DBA Los Angeles Regional Reentry Partnership
FLSA: Non-Exempt, Full time
Supervisor: Director of Programs and Operations
Pay Range or Rate: $23-25 per hour
Revised: 05/12/2023

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.

Position Overview:
LARRP (Los Angeles Regional Reentry Partnership) Program Specialist you will play a crucial role in facilitating various aspects of the organization's operations, including meetings, legal clinics, membership management, and follow-up support. Your attention to detail, organizational skills, and ability to work collaboratively with diverse stakeholders will contribute to the success of LARRP’s mission to support individuals transitioning from carceral systems.

Overall Duties

LARRP Meetings: 20%

- Prepare and assist with 12 General monthly meetings, including collaboration with communications team on LARRP platforms.
- Secure speakers and coordinate content vetting to ensure presentation quality.
- Facilitate onboarding of lived experience speakers and manage meeting logistics.
- Develop and finalize meeting agendas for Executive and Steering Committees.
- Respond to committee correspondences and provide administrative support.
- Prepare agendas and attend committee meetings to take minutes.
- Coordinate committee report outs and support new member onboarding.
- Manage documentation in Google Drive and Dropbox for easy access and references

LARRP Membership: 15%

- Notify committees and management of new members monthly and quarterly.
- Promote membership in meetings and to relevant stakeholders.
- Manage membership data in Network For Good and oversee renewals.

Follow-up Support: 15%

- Assist in client/cohort member support as needed.
- Manage calendars, meetings, and appointments for the team.
Assistant to the Director of Programs and Operations : 50%

- Provide administrative support to the Program Manager, including managing calendars, scheduling meetings, and preparing documents.
- Assist in coordinating leadership team activities and initiatives, including wellness activities and strategic planning.
- Serve as a liaison between the director and internal/external stakeholders, ensuring effective communication and coordination.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- 3+ years experience in administrative, organizing, or a related field.
- Strong written and verbal communication skills, with the ability to articulate complex ideas clearly.
- Excellent organizational and facilitation skills, including the ability to lead meetings and support agenda-setting.
- Understanding of communication channels and strategies, both internal and external.
- Familiar with Zoom
- Demonstrated ability to analyze data, assess impact, and devise strategies for growth.
- Ability to work collaboratively with diverse teams and committees.
- Lived Experience is a plus but not required
- Reliable transportation to travel between meetings and sites, as needed (mileage reimbursed).
- Strong operational experience: ideally has worked in planning events in the re entry field.
- Experience in planning and data collection with events and meetings.
- Ability to work effectively in a dynamic environment both independently and as part of a team – flexible and able to multitask
- Entrepreneurial spirit and drive - professionalism, high energy, patience, hard work and a “can do” attitude

Secondary Functions

- Perform other duties as assigned by the Executive Director and Director of Program and Operations
- Must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Non-Essential Qualifications:
Experience using Drop Box, Microsoft Applications, G-suite, Zoom and Constant contact.

Environmental Conditions (Working Conditions)
Local automobile travel is required.

Physical Requirements
The Network Development Manager 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 the Executive Director and Director of Operations and Programs and must be collaborative and responsive to a wide array of staff, Committee Leads and consultants.

Apply for Job
You can apply for this job [here](#) through this google form.

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.

__________________________________  ______________________

Employee’ Signature Date

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