



## 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.

- Facilitate wellness activities and conduct support surveys

### **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.

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Employee' Signature Date

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