



Children's Policy and Law Initiative of Indiana

Working for the fair, equitable, humane and just treatment of children

POSITION ANNOUNCEMENT **Outreach and Strategic Partnerships Associate**

Introduction

The Children's Policy and Law Initiative of Indiana (CPLI) is a non-profit organization that advocates for the fair, equitable, humane, and just treatment of all children, seeking to reform laws, policies and practices that increase the risk of children becoming involved in our justice system. CPLI engages in collaborative public policy work through the Indiana Coalition for Youth Justice and other stakeholder coalitions, offers multiple advocacy programs annually, conducts the Youth Justice Leadership Program to lift youth voices in reform efforts, and trains educators and schools through the Positive School Discipline Institute (PSDI) to help reduce out-of-school suspensions and school-based arrests. CPLI's work promotes understanding and embraces culturally-responsive, trauma-informed practices. The **Outreach and Strategic Partnerships Associate** is a full time position that will support the mission and future growth of CPLI and its programs.

Position Description

The **Outreach and Strategic Partnerships Associate**, as an integral part of the CPLI Team, is responsible for coordinating and supporting the organization's coalition building, youth advocacy and collaborative programs and activities. Responsibilities include: coordinating and conducting trainings in person and online; managing coalitions, collaborative actions and a large volunteer network; recruiting youth, stakeholders, educators and schools to become involved with the organization's activities and program initiatives; and assisting with grant writing, marketing, sponsorship opportunities, and donor fundraising. Qualified individuals should have an understanding of equity and culturally-responsive practices, a commitment to social justice and the goals and values of the organization, and a passion to end practices that perpetuate the school-to-prison pipeline. This position works closely with the President/Executive Director, the CPLI staff, and the Board of Directors, to help set the strategic direction of the organization and the development of organizational activities and programs.

Qualifications and Experience:

- A passion to work in the non-profit sector to end the criminalization of young people and achieve fair, equitable, humane and just treatment of all children.
- A Bachelor's Degree as a minimum academic requirement, with experience in non-profit management, grant writing and program coordination desirable.

- The capability of crafting solutions and opening doors to new relationships, partnerships and collaborative action; managing diverse teams to reach a common goal; initiating, managing and completing projects within deadlines; and making timely, effective and ethical decisions.
- The ability to: actively listen to all constituents; know how to identify mutual benefits; and communicate excellently, both orally and in writing, to compel audiences to engage in our work.
- The ability to: organize, motivate and lead volunteers to success through ad hoc event committees; and seek out and cultivate relationships that lead to increased organization funding and meet organization programmatic goals.
- The personal attributes of: strong organizational skills, excellent presentation skills, and the ability to interact with and relate well to others, working collaboratively as a team and independently as a self-starter.
- Working knowledge of: Microsoft Office Suite (especially Word, Outlook, Excel and PowerPoint); Web-Based Data (SurveyMonkey; Wufoo); Marketing Tools (Social Media, Constant Contact, Photoshop, Canva); and Website Management (Weebly). Experience with and ability to learn various online technologies are essential.

Compensation and Process to Apply

The **Outreach and Strategic Partnerships Associate** is a full-time position. The position becomes available August 15, 2022.. Annual Salary with Benefits is: \$55,000. Interested individuals should send their resume, letter of interest, and 3 references to JauNae Hanger, jhanger@wapleshanger.com.

The Children's Policy and Law Initiative of Indiana provides equal employment opportunities to all applicants for employment, and encourages applications from people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. We are a member organization of the National Juvenile Justice Network, www.njjn.org, and the Indiana Coalition for Youth Justice, www.INjustice.org. Please visit CPLI's website: www.cpliofindiana.org.