



Angela B. Royal Fellow and Program Manager

Job Announcement

Anticipated Start Date: On or before August 1, 2021

POSITION OVERVIEW

Georgia Appleseed Center for Law and Justice (gaappleseed.org) is looking for a program manager. You will be responsible for a broad range of program and administrative supports and reports to the Legal and Policy Director and Senior Managing Attorney. In addition, you will maintain and coordinate relationships with Georgia Appleseed's partner organizations and community stakeholders and participate in formal and informal coalitions or collaborations with non-profit, civic and grassroots organizations. While the primary focus of this position is to support our FAIR (Fairness, Advocacy, and Individualized Representation for Children in Foster Care) project, you will also support other project areas. Success in the position requires you to have strong project management skills and to organize and route large amounts of information from a variety of sources.

You will be a part of a dynamic and highly collaborative team devoted to advancing justice for children across Georgia.

Georgia Appleseed is a public interest law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care. We focus our passion, energy, and resources on three main goals: (1) dismantle the school-to-prison pipeline to keep kids in school and out of the criminal justice system; (2) promote supports for students with behavior and learning challenges to ensure that they can succeed in school, and (3) ensure children and their families have safe, healthy housing.

Georgia Appleseed succeeds because every team member contributes to our collaborative spirit and enthusiasm for our mission. The Angela B. Royal Fellow will exemplify that spirit and enthusiasm.

POSITION RESPONSIBILITIES

- Be innovative, enthusiastic, flexible, curious, and knowledgeable about our mission and work, and be a supportive team player who can work effectively under pressure. Have a positive, can-do attitude.
- Support the Senior FAIR Attorney and Legal and Policy Director's work with diverse community members and partners, including persons directly impacted by our work as well as nonprofit, government, and pro bono attorney and corporate partners.
- Maintain and file data in appropriate cloud-based databases, including documents, stakeholder meeting and interview notes, client information, evaluation results, and other data.
- Prepare and maintain program calendars and provide meeting logistical support, including reserving and preparing meeting spaces (including online events), preparing agendas and other preparation materials, taking detailed notes, and distributing follow-up documents.
- Draft email and other correspondence to staff members, partner organizations and others.
- Collaborate effectively with community members, partners, and the programs team.
- Answer and respond to phone calls from clients, partners, and the general public.
- Support program evaluation and other efforts to ensure that our programming aligns with Georgia Appleseed's goals and objectives.
- Proofread publications and reports.
- Provide other support as assigned.

REQUIRED QUALIFICATIONS AND SKILLS

- Demonstrated commitment to social justice and a passion for Georgia Appleseed's mission.
- Excellent organizational skills with meticulous attention to detail.
- Excellent professional oral and written communication skills, including spelling, grammar, and style.
- Strong problem-solving skills with the ability to troubleshoot and triage.
- Very high proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, SharePoint; Google; and other cloud-based technologies.
- Energetic, collaborative, proactive, and a self-learner.
- High level of productivity and can successfully manage and prioritize multiple projects at once.
- Strong relationship-builder, active listener, and adept at working with a broad range of stakeholders.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent work experience and training.
- At least 3 years of experience working in a position managing multiple projects that required strong interpersonal and communication skills.
- Experience working with the public and people from diverse backgrounds, personalities, and perspectives.
- Experience organizing and coordinating meetings.
- Experience working with attorneys preferred.
- Spanish language fluency preferred.

SALARY AND BENEFITS

- \$45,000 - 50,000 annual salary depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 2%.
- Free office parking.
- Generous vacation and sick leave.
- Flexible opportunities to work virtually.

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working primarily from home but we hope and expect a return to the office in summer or fall of 2021.

For more information on the Fellowship namesake, please watch [Angela B. Royal video](#).

TO APPLY

Submit a letter of interest and resume to positionvacancy@gaappleseed.org. Only complete applications will be considered. This position will be filled as soon as a qualified applicant is identified and has accepted the position. NO PHONE CALLS PLEASE.

We strongly encourage people from underrepresented groups to apply, including individuals directly impacted by the foster care system. Georgia Appleseed Center for Law and Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and strongly urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.