

## Program Associate

Partners for Justice (PFJ) was founded to transform public defense locally and across the United States, diminishing the effect of race and wealth on legal outcomes. This means ensuring that public defenders are equipped to assist clients with the underlying drivers of legal system involvement, to secure better legal outcomes both inside and outside the courtroom, and to help more clients emerge from prosecution with their rights, life, and future protected. Since our launch in 2018, PFJ has grown rapidly and we now support 18 public defender agencies across the country through embedded collaborative defense teams and capacity-building support.

PFJ's Client Advocate Program is central to our collaborative defense model. Through the program, PFJ embeds trained Client Advocate Fellows in host public defender offices, immediately expanding teams' capacity to provide wraparound support and help clients navigate the complex civil consequences of arrest. Client Advocate Fellows serve in time-limited positions—typically two years—while receiving ongoing training, supervision, and professional development.

**The Opportunity:** We seek a passionate Program Associate to contribute to our learning and development initiatives for Client Advocates, Supervisors, and the PFJ national team. The Program Associate role is a new, full-time position reporting to Levi LaChappelle, the Chief of Staff of the Client Advocate Program. In this role, you will develop, implement, and evaluate training programs. This includes arranging the annual training calendar and events, ensuring content aligns with PFJ's values and participant needs, and continuously improving trainings. The role also involves assisting in recruitment efforts and implementing systems to streamline training, recruiting, and knowledge management operations. Your expertise will help shape the future of public defense by building the skills and knowledge critical to delivering better outcomes for people facing incarceration.

### Responsibilities:

- **Coordinate PFJ's Annual Conference:** Assist with organizing our flagship event, convening Client Advocates, public defenders, and PFJ staff for training and collaboration. Help manage logistics, provide support to presenters, and curate impactful programming.
- **Support Onboarding for Client Advocates:** Coordinate virtual and in-person training for new Client Advocates joining the PFJ Fellowship.
- **Champion Advocate Professional Development:** Design and implement high-quality continuing education sessions for Client Advocates nationwide. Identify and disseminate additional continuing education opportunities for Client Advocates. Track participation in training at all levels.
- **Supplement Recruiting & Onboarding:** In collaboration with your supervisor and our Senior Recruiting Manager, contribute to recruiting event organizing, candidate communications, and application review. Help ensure clear and consistent onboarding for new team members.
- **Empower the Entire PFJ Team:** Help improve knowledge management systems for all staff and Client Advocates.
- **Provide Collaborative Support:** As a growing organization, we often collaborate across teams. You may join specific working groups or contribute to a small portfolio of special projects.



### Desired Qualifications:

- Commitment to PFJ's mission and to our vision of collaborative, client-led representation for low-income people involved in the criminal legal system.
- Outstanding organizational skills and attention to detail are required. Project management skills and experience are preferred.
- Demonstrated ability to manage curricula, tracking systems, and large learning events from start to finish, on time, and on budget.
- Two or more years of relevant full-time work experience; a B.A. in a relevant field preferred.
- An understanding of the criminal legal system, the various roles and stages of that system, and familiarity with public defense values and culture will be helpful in this role.
- Experience and comfort leveraging knowledge management and collaborative tools (e.g., Airtable, Slack, Google Suite, and other spreadsheets or CRMs) strongly preferred.
- Strong writing skills; past experience drafting training materials, guides, or other practical professional or educational materials preferred.
- Ability to work productively in a remote environment with distributed teams and, ideally, experience working in a start-up environment.
- Readiness to travel to locations throughout the United States at least three weeks per year, two for PFJ's training conferences and one for PFJ's national team retreat.

**Compensation and Other Benefits:** This is a full-time, salaried position with a salary range from \$55,000 - \$70,000, commensurate with skills and experience and adjusted for geography. PFJ's benefits package includes employer-paid medical and dental coverage, a 401k program, and reimbursement for Bar or other professional dues among other offerings. PFJ employees work remotely with the benefit of flexible hours. We also encourage our team to rest and take care of themselves, which we support with unlimited sick leave and vacation, as well as 12 office holidays and a year-end rest period. Twice per year, PFJ staff are asked to travel for our national conference and a team-building retreat.

**To Apply:** Please submit your cover letter and resume through [this online application form](#).

**Equal Employment Opportunity Policy & Fair Chance Hiring:** PFJ provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Furthermore, qualified applicants with arrest or conviction records will be considered for employment in accordance with the fair chance ordinances of the jurisdictions we work within, including but not limited to the [Los Angeles County Fair Chance Ordinance](#) and the [California Fair Chance Act](#).