



## *Job Description*

### **PROGRAM OFFICER**

The Center for Justice and Accountability (“CJA”) is a United States-based nonprofit international human rights organization. We work globally with communities impacted by genocide, crimes against humanity, and other atrocities to seek truth, justice, and redress through innovative litigation and transitional justice strategies.

#### **Position Overview**

This position contributes to CJA’s overall mission by assisting with the management of technical assistance programs.

The ideal candidate will have superb written and interpersonal communication, familiarity with international human rights issues, excellent organizational and self-management skills, strong attention to detail and deadlines, and a learning mindset. The candidate should be committed to the non-profit/social justice field. This is a full-time, salaried position with excellent benefits. This position is fully remote and can be based in California, Florida, Maryland, Massachusetts, or Washington, DC.

#### **Reporting Relationships**

The Program Officer reports to the Deputy Executive Director. The Program Officer also collaborates with the Executive Director and program, fiscal, and administrative staff.

#### **Primary Responsibilities**

- Assist in the design, development, implementation, and tracking of technical assistance programs and activities;
- Assist in the preparation and editing of grant reports, MEL plans, PITT, and other information prepared for donors or partner NGOs;
- Maintain organized and up-to-date records of program activities, financial transactions, and grant compliance documents;
- Manage administrative tasks related to consultant engagement and subgrantees, including ensuring all necessary paperwork is completed and coordinating the collection of banking information;
- Lead logistical arrangements for domestic and international events in compliance with procurement requirements and travel guidelines;
- Liaise with stakeholders, including donors, partners, and beneficiaries, to provide updates and gather feedback;
- Provide assistance to partner NGOs, addressing various needs as they arise and maintaining a collaborative relationship; and
- Perform other related duties as required.

### **Professional Qualifications**

- Bachelor's degree and an ongoing commitment to professional development and minimum of four (4) years of total relevant experience (international development, program management);
- Excellent cross-cultural communication skills;
- Ability to work independently and strength in multi-tasking, goal-setting and workload prioritization with strong attention to detail;
- Thrives as part of a team with diverse experience, expertise, and skills; and
- Commitment to CJA's mission.

### **Preferred Experience**

- Advanced degree
- Experience working overseas and/or with an NGO
- Proficiency in another language, preferably Arabic, Korean or Burmese

### **Salary and Benefits**

Salary range is commensurate with experience (range \$66,560-\$71,000). We offer a very generous benefits package including 100% payment of health insurance premiums for employees. Additional benefits include life insurance, long-term disability protection, a group 403(b) retirement plan (with an employer contribution following one year of employment), a Health Reimbursement Arrangement, and support for professional development.

### **How to Apply**

Please submit a cover letter, resume, and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Please reference "Attn: PO Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. We thank all applicants for their interest, but only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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