



Job Description

PROGRAM OFFICER

The Center for Justice & Accountability is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

Position Overview

This position contributes to CJA's overall mission by assisting with general administration for the organization and supporting operations for our technical assistance programs. The ideal candidate will have superb written and interpersonal communication, excellent organizational and self-management skills, a strong attention to detail and deadlines, and a learning mindset. This is a full-time, salaried position with excellent benefits. This position is fully remote and can be based anywhere in the United States.

Reporting Relationships

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

Primary Responsibilities

25% Development

- Manages Donor Database (Neon) and donation acknowledgments;
- Assists the Director of Individual Giving in planning and executing the annual fundraising gala as well as smaller fundraising events throughout the year;
- Assist in financial reconciliation of donations with finance team;
- Assists with public and donor communications;

35% Administration

- Supports running of CJA's fully remote work environment;
- Monitors and maintains main organizational email and business and charitable registrations;
- Supports onboarding of new employees, fellows, interns, and volunteers;
- Liaises with IT consultant and administers IT platforms (Box, Tresorit);
- Assists with travel arrangements in compliance with travel guidelines;
- General troubleshooting;

25% Grant Management

- Assists in the design, development, implementation and tracking of technical assistance programs and activities;



15% Executive Support

- Supports Executive Director in organization of Board activities and meeting tracking.

Professional Qualifications

- Bachelor's degree and an ongoing commitment to professional development and minimum of one (1) years of total relevant experience;
- 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 French or Arabic

Salary and benefits

Salary range is commensurate with experience (range \$58,240-\$64,000). We offer a very generous benefits package including payment of 100% of the health insurance premiums for employees. CJA also offers other benefits including life insurance, long-term disability protection, a group 403(b) retirement plan (with an employer contribution), Flexible Spending Account, 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. 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.