



Job Description:	Program Manager – Legal
Organization:	Center for Justice and Accountability
Location:	Anywhere in the United States. CJA’s operations are fully remote. The position requires international travel.
Position Type:	Two-year position with possibility of extension. Full-time, salaried with benefits
Salary Range:	\$76,000 - \$90,000 (commensurate with experience)
Application Deadline:	Applications will be accepted until the position is filled.

About the Organization: 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: The Program Manager plays a crucial role in advancing CJA's mission by managing and supporting complex work assignments related to transitional justice projects. This role involves guiding projects through their life cycle, coordinating teams and consortium members, ensuring compliance, and resolving potential implementation issues. The Program Manager will also contribute to legal and technical aspects of the projects.

Key Responsibilities:

Program Management (50%):

- Ensure assigned projects produce high-quality deliverables within budget and timelines.
- Track project performance, oversee implementation, monitor budgets, and support subgrant performance and financial management.
- Resolve project issues, including managing start-up and close-down phases.
- Develop and review contracts and subgrant agreements..
- Provide support for or backstop projects on technical, and administrative tasks.
- Ensure compliance with donor regulations.
- Liaise with consortium partners.
- Draft project reports and other relevant materials.

Technical (30%):

- Maintain and expand a roster of technical experts.
- Assist with knowledge management, project learning, monitoring and evaluation.
- Manage pro bono law firm projects.
- Conduct legal research and background research in support of projects.

Project Development (20%):

- Participate in the design and development of new programs closely connected to the existing project portfolio; and
- Draft and/or review proposal documents.

Professional Qualifications:

- Juris Doctorate or equivalent or relevant Master's Degree and minimum of three (3) years of relevant work experience.
- Strong understanding of international criminal law, international humanitarian law, and international human rights law.
- Previous successful management of U.S. government funded programs and familiarity with U.S. government regulations.
- Demonstrated ability to thrive in multicultural environments.
- Strong written and oral communication skills.
- Experience working directly with non-governmental organizations.
- Ability and willingness to travel in the United States and internationally.
- Thrives as part of a team with diverse experience, expertise, and skills.
- Ability to work independently.
- Commitment to CJA's mission.

Desired Qualifications:

- Proficiency in a second language – Arabic, French, Spanish, Korean.

Salary and Benefits:

- Salary: \$76,000 - \$90,000 (commensurate with experience).
- 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), 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: Program Manager Search" in the subject line of the email. 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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