



986 South Broad Street Trenton, New Jersey 08611

[www.reentrycoalitionofnj.org](http://www.reentrycoalitionofnj.org)

Education and Health Centers of America • New Jersey Association on Correction • CURA, Inc  
 • The Kintock Group • Volunteers of America Delaware Valley

**EMPLOYMENT ANNOUNCEMENT**

<b>Job Title:</b>	<b>ADMINISTRATOR</b>	<b>Job Category:</b>	Independent Contractor
<b>Location:</b>	Remote	<b>Travel Required:</b>	Travel Required
<b>Compensation:</b>	30 hours/week \$6,250 monthly	<b>Position Type:</b>	Consultant
<b>Applications Accepted By:</b> htome@njaconline.org			

**Overview**

The Reentry Coalition of New Jersey (RCNJ) is seeking an ambitious and dedicated Administrator with experience to lead the Prisoner Reentry Advocacy Campaign. The Administrator is a leader who has experience in policy planning, social impact campaigns, and advocacy in the areas of Prisoner Reentry.

This is an exciting opportunity, at a critical time in our history. RCNJ has been a coalition of reentry experts for the last 30 years. During that time, the Coalition has diligently worked in relative silence. RCNJ providers have contributed to a significant 40% reduction of the prison population to date. Additionally, they directly impact public safety, as evidenced by a 37% reduction in the offender recidivism rates. Our Providers' Residential Community Release and Community Resource Center Programs have been a National model exemplifying how to successfully reintegrate individuals back into society after incarceration.

Our goal is promoting what works in prisoner reentry. The Administrator will assist in promoting the RCNJ and our message as we advocate for Criminal Justice policy changes in New Jersey specifically related to community corrections through stakeholder education, and the development of community partnerships.

RCNJ's Prisoner Reentry Advocacy Initiative is centered on two issues:

1. Develop cost-effective alternatives to incarceration in New Jersey utilizing existing community corrections programs
2. Transforming New Jersey classification procedures to maximize access to services to all pre-release inmates

The position will require travel throughout the state and occasional travel to national conferences, seminars, and events when safe to do so. The position may also require some speaking engagements outside of normal office hours (including on the weekend).

**Required Skills/Experience:**

- A minimum of five years of experience in advocacy and public policy regarding criminal justice reform is strongly preferred. Candidates with more experience are encouraged to apply.
- Meaningful experience working with leading organizations passionate about criminal justice system reform and civic engagement
- Excellent negotiator with strong communication and presentation skills, with an ability to make complicated ideas compelling and understandable to the general public
- Demonstrated organizational and political agility with in-depth knowledge of local and state-level policy landscape; existing relationships or experience in federal and/or state government is preferred

- Ability to foster a diverse and inclusive environment
- Experience developing teams, leading operations and handling relationships with high profile advocates, industry partners and senior executives
- An ability to develop and implement multi-faceted campaigns that include public education, advocacy, and media outreach.
- Excellent research and writing skills; superior attention to detail; ability to work on multiple projects simultaneously; good problem-solving skills; and a positive, professional attitude with excellent judgment, follow through, flexibility, determination, IT skills and grace in a sometimes high-pressure field.
- Integrity, honesty and a balanced, non-partisan approach.

**The responsibilities of the Administrator include but are not limited to the following:**

- Advise and work collaboratively with key partners in furthering strategic objectives, scope of work and measurable outcomes
- Drive the strategic vision and day to day operations of the RCNJ, including developing and leading a small staff of consultants, external consultants and partnerships
- Develop meaningful public education platforms and initiatives
- Research, analyze, and present opportunities for policy reform
- Implement effective policy reform and advocacy efforts while establishing clear metrics of success to track progress
- Stay abreast of criminal justice trends and pending legislation that may have service and/or budget implications on the member agencies
- Cultivate and manage positive relationships with partner organizations and stakeholders to develop and execute advocacy efforts tied to policy reform priorities
- Educate community stakeholders and other interested parties to advocate for and promote policies and initiatives supported by the RCNJ
- Act as a public spokesperson for the RCNJ engage in public speaking, and participate in public education activities to articulate the RCNJ's views on a broad range of issues to the public and various stakeholder constituencies.
- Collaborate and coordinate RCNJ's fundraising priorities.
- Write and edit policy briefs, as well as program descriptions, in furtherance of program goals and funder communications.
- Work with the Board of Directors and PR agencies to integrate policy advocacy with communications, including through public education materials, policy reports, white papers, talking points, op-eds, and press releases.
- Develop and manage special projects and initiatives including but not limited to outreach and field organizing program campaigns.

**Job Category:**

The Administrator will be performing the services described as an independent contractor and not as an employee, agent, partner or otherwise whatsoever of the RCNJ. For federal tax purposes, the Administrator shall not be treated as an employee with respect to the services to be performed hereunder and will be supplied with a 1099 tax form at year end.

We consider applicants for all positions on the basis of merit, qualifications and business needs, and without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, creed, genetic predisposition or carrier status, sexual orientation, veteran status, familial status, status as a victim of domestic violence or any other status or characteristic protected by applicable federal, state, or local law.