



Program Coordinator Job Description

The Amara Legal Center, Inc. (“Amara”) is a nonprofit that provides free legal services to individuals impacted by sex trafficking or involved in sex work in the DC-metropolitan area. To learn more about the Amara Legal Center’s mission and work, please visit www.amaralegal.org.

The Program Coordinator will provide high-level administrative and programmatic support to the Executive Director and the Deputy Director. Reporting directly to the Executive Director, the ideal candidate will have strong written and verbal communication, administrative, and organizational skills, with a dedication to social justice and public interest work.

Required Skills/Qualifications:

- Bachelor's degree in business administration, communications, program management, or related field; or three years of proven professional experience
- Strong interest regarding sex trafficking, sex workers’ rights, and/or sexual assault
- Ability to pay close attention to detail, successfully manage time, and prioritize workload
- Excellent organizational skills and ability to meet deadlines in a fast-paced environment
- Ability to follow instructions and directions in order to complete tasks as assigned
- Strong professional writing and verbal communication skills
- Openness to continual learning
- Demonstrated proficiency in Google Suite
- Commitment to excellence in performing duties at the highest level possible on a consistent basis
- Must be eligible to work for any employer in the United States

Desired Skills/Qualifications:

- Understanding of sex trafficking and sex workers’ rights
- Strong commitment to social justice and public interest
- Experience as executive assistant or project manager
- Experience using case management software

Role/Responsibilities:

Administration

- Manage scheduling and calendar for the Executive Director and Deputy Director
- Draft and send professional communications on behalf of the Executive Director and Deputy Director
- Organize and prepare for meetings, including gathering documents, attending to logistics of meetings, and taking notes during meetings
- Respond to phone calls and emails, communicate messages and information to the Executive Director and Deputy Director
- Maintain and organize various records and documents on Google Drive
- Work directly with the Executive Director and Deputy Director to support all aspects of their daily work routines. Maintain frequent communication with the Executive Director and Deputy Director throughout the work day.
- Determine priority of matters of attention for the Executive Director and Deputy Director; redirect matters to staff to handle, or handle matters personally, as appropriate.



- Routinely perform a variety of support duties

Program

- Run weekly reports from the case management platform and oversee data entry for intakes and legal cases
- Conduct outreach with new and existing partner organizations
- Draft and coordinate memorandums of understanding with partner organizations
- Coordinate virtual and in-person events, such as trainings and clinics
- Conduct online research and prepare Powerpoints/memos as-needed
- Provide coordination, monitoring, and communication of projects with other Amara staff. Play a key role in the coordination of staff efforts within the organization.
- Attend and participate in stakeholder meetings, including taking notes and reporting new information to the Executive Director
- Represent the organization in a positive light through great follow-through skills and sound judgment
- Other tasks as assigned

ANNUAL SALARY AND BENEFITS:

The salary for the position is \$55,000, and the benefits package includes: 20 days of paid time off, DC holidays, employer provided health, dental, and vision insurance, simple IRA retirement plan with up to a 3% employer match, flexible telework schedule, and an annual professional development budget.

TO APPLY: Submit a cover letter, three references, and your resume to recruiting@amaralegal.org.

The Amara Legal Center is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the protects from employment discrimination.