



Communications and Development Coordinator Position Description

The Michigan Center for Youth Justice is seeking to hire a full-time Communications and Development Coordinator to join our small, hardworking team. This position will oversee general office administration and assist the MCYJ team with development, communications, social media, and program-related activities.

We are looking for a dynamic candidate with an Associates Degree or commensurate and at least two years combined experience in program support, communications, and/or development positions, preferably within a nonprofit setting. A demonstrated interest in youth justice reform is highly preferred.

MCYJ is a private not-for-profit organization dedicated to advancing policies and practices that reduce confinement and support trauma-informed, racially equitable, socio-economically and culturally responsive, community-based solutions for Michigan's justice-involved children, youth and young adults.

ESSENTIAL DUTIES/RESPONSIBILITIES

General Admin:

- Manage office communications—field organizational phone calls, emails, and traditional mail;
- Draft letters, reports, tables, forms, and other documents using Microsoft Office and Google applications;
- Draft and distribute meeting minutes; maintain records of approved meeting minutes;
- Assist in planning and scheduling staff, board, and committee meetings;
- Maintain office, including filing systems, supplies, and general organization; and
- Assist in coordinating and executing events and trainings.

Communications and Social Media:

- Assist with website content and design updates as needed;
- Create outline, assist with developing content, and create layout for email newsletters;
- In collaboration with Policy Associate, create campaign toolkits for broad distribution; and
- Create and manage content for social media accounts; including graphics/images.

Development Assistance:

- Assist with planning and coordination of fundraising campaigns; and
- Manage systems for tracking membership contacts and donations (i.e., donor acknowledgment and management of database).

SKILLS AND EXPERIENCE

- Associate's Degree or equivalent and at least two years of experience in relevant roles, preferably within a nonprofit setting;



- Experience working collaboratively with persons of diverse racial and ethnic backgrounds, socioeconomic status, ages, sexual orientations, and gender identities and expressions;
- Excellent organizational, writing, verbal, and interpersonal skills;
- Ability to work independently; must demonstrate creativity, flexibility and good humor;
- Ability to balance and prioritize many tasks and to meet deadlines;
- Computer literate, and proficient with virtual meeting applications, email, Google suite and Microsoft Office programs;
- Experience managing donor/supporter data and using constituent/CRM tools;
- Experience managing social media accounts;
- Proficiency in office software and other communication and marketing tools (e.g., Google, Canva, EveryAction); and
- Knowledge of, or interest in, juvenile justice reform (preferred).

WORK CONDITIONS

- This is a full-time, salaried position, with a 90-day probationary period.
- Must be available to work Monday through Friday 9:00am - 5:00pm in a small, collaborative, shared office setting in Ann Arbor as well as remotely.
 - Starting January 3, 2022, MCYJ will require all staff and interns to show proof of covid-19 vaccination.
- Schedule will require occasional flexibility to accommodate availability of special events, fundraisers, etc., including evenings and weekends.
- Must possess a valid driver's license, cellphone, laptop and reliable internet.
 - MCYJ provides an annual stipend for employee-owned laptop use.

SALARY/BENEFITS

This is a full-time, exempt, salaried staff position paying \$43,000 to \$47,000 annually (based on experience and qualifications). MCYJ offers generous paid time off, including numerous paid holidays; group health benefits, including medical, dental, and vision; as well as employer-paid life insurance and optional enrollment in a 403(b) retirement plan.

APPLICATION

Please email your resume and a cover letter to Heidi Frankenhauser, Deputy Director at mail@miyouthjustice.org by Friday, January 28, 2022 and tell us how you learned about the position. No phone calls please.

MCYJ is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of race, religion, color, national, social, or ethnic origin, age, sex, sexual orientation, record of arrest or conviction, gender identity or expression, height, weight, physical disability, military and veteran status, family or parental status.