

## PEOPLE OPERATIONS MANAGER FOR TRAINING AND DEVELOPMENT

### Legal Aid Justice Center

Charlottesville, Richmond, Falls Church, or Petersburg

#### About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized nonprofit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice. From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we permanently repealed Virginia's driver's license suspension for court debt scheme, secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the Mid-Atlantic and passed a law giving Virginia oversight authority, won the nation's first COVID-specific, statewide, and enforceable workplace safety standards, passed legislation enabling communities to set up civilian oversight for law enforcement, and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black girls.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

#### About the Position

Legal Aid Justice Center seeks a People Operations Manager for Training and Development. This person is responsible for ensuring LAJC staff has the training, technical assistance and support they need to be effective in their positions and to help them grow as leaders while supporting the needs of the organization.

#### Job Duties

- Develops, monitors, plans and maintains training and development programs and objectives for LAJC staff
- Develop and implement processes for tracking professional development opportunities
- Develops and maintains organizational communications to ensure employees have knowledge of training and development events and resources.
- Manage online and physical resource libraries ensuring they are updated and accessible to staff
- Plans, organizes and provides logistical support for employee development and training events including in-house opportunities
- Maintain, track and report on professional development budgets to the Director of Finance and Operations to monitor training costs
- Provide administrative support to all training and staff development functions including onboarding of interns, staff, and community partners

<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong commitment to social, economic, and racial justice</li> <li>• Strengths in organization, time management, and demonstrating initiative</li> <li>• Ability to work and communicate effectively across lines of identity and difference</li> <li>• Ability to work effectively both independently and collaboratively</li> <li>• Strong verbal and written communication skills</li> <li>• Skills evaluating and researching training options and alternatives</li> <li>• Skills designing and implementing effective training and development</li> <li>• Strong presentation skills</li> <li>• Proficiency in Microsoft Office applications, including Word, Outlook, Excel and PowerPoint</li> <li>• Alignment with LAJC’s mission of partnering with and advocating in low-wealth communities and communities of color</li> <li>• Willingness to travel to each of our offices in Charlottesville, Richmond, Falls Church, and Petersburg</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in relevant field</li> <li>• 3 years of experience designing and implementing employee development programs</li> <li>• Prior experience (work or lived) using an explicit race equity lens</li> <li>• Exposure to the legal field or working with lawyers</li> <li>• Exposure to organizing and advocacy, or working with organizers</li> </ul>
<b>Location</b>	This role could be based in any of our offices. Occasional travel between offices will be required.
<b>Application Deadline</b>	September 30, 2021. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.
<b>Salary</b>	Salary range is \$50,000 to \$70,000 based on years of relevant experience and LAJC’s formal salary scale.
<b>Benefits</b>	<p>Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:</p> <ul style="list-style-type: none"> <li>• Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)</li> <li>• 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan</li> <li>• 403(b) retirement plan with 4% employer contribution (no required match)</li> <li>• Strong commitment to professional development</li> <li>• Relocation package</li> </ul>
<b>Application Instructions</b>	Email a cover letter, a relevant writing sample, and resume to Nareen Scott at <a href="mailto: hiring@justice4all.org">hiring@justice4all.org</a> . If you’re able, please submit your application as a single PDF titled “[date submitted in yyyy.mm.dd format][last name][first name][position sought].” Please include “POM – Training and Development” in the email subject.

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*