
JOB ANNOUNCEMENT PROGRAM MANAGER

The Mississippi Center for Justice (“MCJ”) seeks an experienced Program Manager to support MCJ’s robust legal advocacy and direct services programs. The Program Manager’s duties will include enrolling Mississippians in internet plans to increase broadband access and coordinating MCJ’s legal response to the deadly March 2023 Delta tornadoes.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Job Responsibilities

This is a new position, based in Indianola, Mississippi and reporting to the Campaign Director of MCJ’s Economic Justice Campaign. The Program Manager’s duties will include:

- **Broadband Connectivity Program**
 - Coordinate, conduct, and assist with Broadband Outreach activities on the ground in the 13 target counties of the Mississippi Delta by working with community school liaisons
 - Manage the Broadband Application School Representatives who will be providing school-directed outreach in the project’s target counties
 - Organize the Broadband educational outreach events in the target counties
 - Organize the Broadband application assistance clinics in the target counties
 - Collect necessary documentation of outreach activities for reporting of project performance measures
 - Track expenses from Broadband events
- **Disaster Relief**
 - Receive phone calls and inquiries requesting legal services
 - Complete legal services intake forms and complete follow-up actions
 - Work across campaigns to get intake forms to necessary campaign directors
 - Input community intake communications and maintain data
 - Coordinate and attend legal clinics
- **Other community outreach and engagement duties as assigned**

Qualifications

- Minimum education required is an associate's degree; bachelor's degree is preferred;
- Minimum of three (3) years' experience working in an office environment; legal office preferred;
- Demonstrated interest in and commitment to racial and economic justice;
- Take initiative, be highly organized and detail oriented, and possess strong interpersonal and time-management skills;
- Able to multi-task, demonstrate grace under pressure, and meet deadlines;
- Able to work independently as well as within a team; and
- Must be proficient in Microsoft Word, and familiar with Microsoft Office Suite (Excel, Outlook, PowerPoint) and database software.

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send brief letter of interest, resume with contact information for three (3) professional references, including two (2) from former employers, to:

Max Lewis Meyers, MCJ Director of Economic Justice
mmeyers@mscenterforjustice.org

Please, no telephone inquiries

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.