



Center for Effective Public Policy

Operations Assistant Position Announcement

DESCRIPTION

The Center for Effective Public Policy (CEPP) envisions a world where justice means strong, healthy communities for everyone. For the last 40 years, we have worked collaboratively with justice system professionals and their partners to improve their systems of justice and facilitate equitable, systemic, and sustainable change.

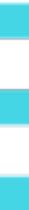
CEPP's work focuses on reimagining justice solutions and reducing reliance on incarceration; strengthening communities, improving outcomes for people on community supervision; addressing unique needs, such as justice-involved women and youth; and advancing system change through training, resources, and team-building. Our team members have varied experiences and a deep understanding of justice-related issues. Our office is based in the greater D.C. area, but nearly all staff members work from their home-based locations around the country.

CEPP seeks to add a full-time (remotely located) Operations Assistant to our team. The successful candidate will support the planning, management, production and post-production of events, and in particular, virtual events, and provide general administrative support.

JOB RESPONSIBILITIES

This is a new, entry-level position that will assume responsibility for:

- Managing execution of virtual events (including webinars and interactive training sessions using Zoom) and live events (when live events can safely resume).



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- Coordinating participant registration and event logistics (may include setting up Doodle polls, surveys, Google Forms, or developing other correspondence).
- Attending and providing 'live'/day-of technical support for training events.
- Scheduling and managing dress rehearsals/run-throughs for events, making recommendations for needed adjustments in order to ensure seamless delivery.
- Assisting with the development of training materials (event announcements, agendas, slides, etc.).
- Collecting and analyzing event evaluation data.
- Maintaining a comprehensive training/events calendar.
- Entering content into an online training curriculum program.
- Providing other general operational and administrative support and supporting special projects as needed.

QUALIFICATIONS

- Bachelor's Degree or equivalent combination of education, training, and experience.
- Experience with Zoom, Google Suite, and Microsoft Office Suite required.
- Experience producing virtual events and with event planning strongly preferred.
- Technological literacy/ability to quickly learn a variety of online platforms.
- Excellent organizational, writing, and communication skills.
- Strong attention to detail including in the editing of documents, formatting of slides, and development of event materials.
- Flexibility, initiative, and the ability to multi-task and prioritize competing deadlines.
- Ability to work independently and as a collaborative team member in a virtual work environment.
- Ability to manage high-pressure situations.
- Willingness to travel on occasion (when it is safe to do so).

COMPENSATION

\$50,000 - \$60,000, with excellent benefits.

HOW TO APPLY



Please submit a cover letter and resume to Leilah Gilligan, Director, at lgilligan@cepp.com. Please write "Operations Assistant" in the subject line. Cover letters should summarize your experience and explain why you are interested in joining our team. **Applications received by September 20, 2021, will receive priority consideration.**

CEPP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior involvement in the criminal justice system, citizenship status, current employment status, or caregiver status. CEPP values diverse experiences, including with regard to educational background and justice system contact, and depends on a diverse staff to carry out its mission.