



CENTER FOR
PUBLIC JUSTICE

Program Manager
AVAILABLE IMMEDIATELY
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks a Program Manager for *Church Reforming: Preaching for a Pluralistic Age*, which is a new program of CPJ seeking to cultivate practices among aspiring and active preachers in an effort to discern a path toward faithful preaching for a future of increasing religious and societal pluralism. The Program Manager will oversee the day-to-day operations of Church Reforming, providing project management to support program outcomes. The Program Manager will be a full-time employee of the Center for Public Justice. We anticipate hiring someone familiar with preaching and theological formation for this position.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Overall responsibility: The Program Manager is responsible for providing logistical details and administrative support for two 18-month cohorts of preachers, enabling them to practice and reflect on the work of preaching and political discipleship. This work includes communication, travel and retreat hospitality logistics and working closely with the Program Director. The Program Manager works with the Communications Director, Communications Associate, and Director of Development.

Key Responsibilities

- Coordination and Support
 - Assist the Program Director in planning and coordinating cohort activities, including scheduling meetings, retreats, and online learning events.
 - Provide logistical support for in-person and virtual events, ensuring smooth execution and participant satisfaction.
 - Monitor project timelines and deliverables, ensuring tasks are completed on schedule and within budget.

- Attend and document notes and action items from meetings with stakeholders, ensuring all relevant information is recorded and disseminated.
- Ensure all project files are accessible to team members, maintaining organized and up-to-date records.
- Participant Engagement
 - Manage the recruitment and onboarding process for program participants, ensuring a positive and informative experience.
 - Coordinate peer coaching groups, providing resources and support to group members, particularly in the early stages.
- Communication
 - Develop and manage internal and external communication plans, including drafting and distributing newsletters, updates, and other communication materials.
 - Act as the primary point of contact for program participants, addressing inquiries and providing necessary information.
 - Contribute to the editing and publication of cohort projects.
 - Maintain and update program databases to ensure accurate and accessible information for all project participants and stakeholders.
 - Develop and implement data entry protocols and ensure data integrity.
- Evaluation and Reporting
 - Support the development and implementation of survey and interview protocols, and assist in collecting and analyzing qualitative and quantitative data.
 - Assist in writing draft narratives for annual reports and other program documentation.
- Resource Development
 - Assist in the planning and execution of the project's sustainability plan, including communication with potential future funders and partners.
- Additional Duties
 - Attend annual gatherings, host online meetings, and open office hours (1x monthly).

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and to CPJ's mission
- Strong proficiency using Google suite online and other SaaS resources (Dropbox, Zoom, Virtuous and Trello)
- Excellent organizational and project management skills including evidence of managing multiple tasks simultaneously, consistently meeting deadlines, and collaborating with external partners
- Excellent attention to detail
- Strong writing and editorial skills
- Strong interpersonal communications skills and good judgment

- Ability to take initiative, work independently, and display proactive problem-solving skills and self-motivation
- Hold at minimum a bachelor's degree or equivalent professional experience

Ideal candidates will also possess these attributes

- Familiarity and/or demonstrable understanding of the Reformed theological tradition and in particular its expression in the concept of public justice
- Spanish language fluency
- Knowledge of and/or experience with faith-based public policy research or advocacy

Salary and Benefits

The annual salary range for this position is \$55,000 - \$70,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience, and four references with contact information including name, relationship, address, email and telephone numbers. At least three professional references and one character reference who can speak to the candidate's maturity as a Christian are requested.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing "Church Reforming Program Manager" in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Hiring Manager

hr@cpjustice.org