



CENTER FOR
PUBLIC JUSTICE

Administrative Manager
Full-Time
Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) seeks an Administrative Manager to own the operational execution of CPJ's faith-based equipping and training programs, including the Equipping Ministries Fellowship (EMF) and the Preaching Reformed Fellowship (PRF).

This role is responsible for ensuring that all program logistics, systems, and administrative processes are executed with excellence, consistency, and reliability. The Administrative Manager brings strong organizational discipline, follow-through, and attention to detail, enabling program directors to focus on strategy, content, and relationships.

This position is best suited for someone who thrives on making complex programs run smoothly, takes ownership of execution, and ensures that nothing falls through the cracks.

The Administrative Manager reports to the Director of Faith-Based Leaders Alliance and works closely with EMF & PRF program directors to ensure each program is executed seamlessly.

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. Candidates must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

Program Operations & Logistics

- Own end-to-end logistics for all EMF and PRF program activities, including retreats, training sessions, workshops, and virtual events
- Coordinate travel, lodging, venues, catering, materials, and on-site logistics to ensure high-quality participant experiences
- Manage program calendars, scheduling, and detailed run-of-show documents for all events and program milestones
- Oversee participant registration, confirmations, communications, and follow-up processes

Systems, Tracking & Execution Discipline

- Maintain accurate and up-to-date records for participants, facilitators, partners, and events in CPJ's CRM and shared systems
- Track all program deliverables, deadlines, and logistics to ensure timely and complete execution
- Maintain organized digital filing systems for program documentation, contracts, MOUs, and materials
- Administer program surveys and data collection tools; compile results into organized formats for program staff

Coordination & Communication

- Serve as the primary administrative point of contact for program participants, facilitators, and partners regarding logistics and scheduling
- Draft and send clear, timely logistical communications for cohorts, events, and program activities
- Coordinate internal communication between program, operations, and communications teams to ensure alignment and readiness
- Anticipate logistics and program needs and deadlines with direct communication with program directors.

Financial & Administrative Coordination

- Track program expenses, submit invoices, and coordinate expense coding in partnership with finance staff
- Support budget tracking by maintaining accurate records of program-related spending and commitments
- Ensure all vendor forms, contracts, and payment documentation are complete and submitted on time

Program-Specific Execution Support

Equipping Ministries Fellowship (EMF)

- Coordinate logistics for curriculum distribution, facilitator gatherings, and peer-learning activities
- Support onboarding processes for facilitators and partner organizations by tracking required documentation and communications
- Assist with logistics for EMF participation in conferences and partner gatherings, including travel and materials coordination

Preaching Reformed Fellowship (PRF)

- Coordinate all retreat logistics, including venue management, participant travel, and on-site hospitality
- Support cohort recruitment logistics, application tracking, and participant communications
- Schedule and support virtual learning sessions and peer coaching logistics
- Coordinate administrative aspects of program outputs (e.g., materials, timelines, communications)
- Communicate and respond to participant inquiries and needs.

Qualifications

Required:

- 3+ years of administrative, operations, or program coordination experience in a nonprofit or faith-based setting
- Exceptional organizational and time-management skills, with strong attention to detail
- Demonstrated ability to manage multiple projects and deadlines simultaneously with accuracy and follow-through
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Suite and digital tools (Zoom, Google Workspace, Virtuous CRM and project management platforms)
- Cultural sensitivity and experience working with diverse communities, especially Hispanic/Latino faith communities

Preferred:

- Spanish fluency

The Ideal Candidate Demonstrates:

- Exceptional follow-through and reliability; consistently brings projects to completion
- Strong ownership of responsibilities and outcomes
- A service-oriented mindset that anticipates needs and supports team effectiveness
- Comfort managing multiple moving pieces in a fast-paced environment
- A high degree of organization, precision, and execution discipline

Salary and Benefits

The salary range for this position is \$62,000–\$72,000, depending on experience and skill.

CPJ offers a generous benefits package, including:

- 100% paid medical, dental, and vision insurance
- Short- and long-term disability insurance and Employee Assistance Program (EAP)
- 16 paid holidays
- Paid family medical leave
- Two weeks of paid discretionary leave (three weeks after the first year of employment)
- A flat/non-matching employer contribution to a 403(b) retirement plan of 3% of annual salary

This position is hybrid-eligible, with up to two weekly telework days (Mondays and Fridays). CPJ has daily core hours from 10:00 AM–3:00 PM Eastern; the Administrative Manager may request a formal flexible work agreement.

To Apply

Please submit a cover letter, resume, and three references (including one who can speak to your spiritual maturity) to Ally Harnsberger at hr@cpjustice.org.

Please no email or phone call follow-ups.