

The logo for Safe & Just Michigan features the text "Safe & Just" in a large, white, sans-serif font, with "Michigan" in a smaller, white, sans-serif font below it. The text is centered within a solid blue rectangular background.

# Safe & Just Michigan

## About Safe & Just Michigan

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety and justice. We work to reduce the harm caused by both crime and unnecessary incarceration. **Learn more about SJM at [www.safeandjustmi.org](http://www.safeandjustmi.org).**

We are seeking a qualified candidate for our full-time position **Community Engagement Specialist** position. The SJM office remains closed during the COVID-19 pandemic. After the COVID-19 vaccine is more widely distributed, this position will require travel within the state and a minimum of one day in the Lansing office.

## Community engagement specialist position description

The community engagement specialist is responsible for cultivating strategic partnerships with organizations and people across Michigan. The core activities of this position include bringing people and organizations together through various outreach strategies to educate them on SJM's policy issues and build coalitions for criminal justice reform. The position reports to the deputy director.

## Responsibilities

In support of and guided by the SJM strategic plan:

- Develop and identify strategic partnerships with people and organizations across the state.
- Develop and nurture alliances with communities of color, crime survivors, formerly incarcerated people, and other interest groups relevant to SJM's policy work.
- Mobilize people and organizations to act on SJM policy work using a variety of strategies including events, calls, letters, and phone banking.
- Accurately communicate information on SJM policy initiatives to a broad audience using SJM messaging.
- Contribute to the SJM blog either in virtual or video format.
- Represent and seek out opportunities to represent SJM at community meetings and events.
- Plan and facilitate SJM outreach meetings and events.
- Effectively communicate the mission, vision, and values of SJM to all members, guests, and staff in a courteous and professional manner.
- Engage in data collection and entry into SJM's membership database.

- Work in partnership with the staff on organizational strategies, development and organizational events.
- Other duties as assigned.

## Qualifications

- **Strong interpersonal communication skills:** Able to communicate with people from diverse racial and ethnic backgrounds and across the personal the political spectrum. We are seeking someone to maintain existing organizational relationships and build new ones.
- **Experience in community organizing and/or outreach:** Have skills to organize, mobilize and educate people around SJM policy issues. We are seeking someone with the skills and drive to conduct follow-up with SJM stakeholders. We prefer a candidate with existing relationships in Michigan that add value to SJM's work.
- **Event planning experience:** Have experience in managing the details and logistics around planning community-based and virtual events. We are seeking someone can demonstrate organizational skills and the ability to meet deadlines.
- **Passion for social justice:** Committed to advancing criminal justice reform in Michigan. We are seeking someone with a personal commitment to the well-being and safety of all Michiganders, including people currently and previous incarcerated.

## Compensation

Salary is based on experience and qualifications and is in the range of \$45,000 to \$55,000. Benefits include generous paid leave time, 12 paid holiday closures and the week of the Christmas holiday, and a comprehensive health care package (medical, dental and vision insurance).

## To Apply

To apply, send an email outlining your interest in this position include your resume and two professional references to [kate@safeandjustmi.org](mailto:kate@safeandjustmi.org) with "Community Engagement Specialist" in the subject line. Only applicants with a complete submission of the requested information will be considered.

This position will remain open until filled – looking to fill the position immediately. Please no phone calls. Only applicants selected for interviews will be contacted.

*Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.*