

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.**

We are seeking the help of a remote and unpaid volunteer to respond to email and telephone communication received by our stakeholders. The volunteer is responsible for documenting and responding to stakeholder contact in a polite and courteous manner.

This volunteer will work from home, using their personal computer/laptop, with the aid of a Dialpad application for returning calls. The volunteer can set their own agreed upon hours, depending on the volume of calls - with a goal of returning most calls within 48 - 72 hours, except on weekends. Expected time commitment is up to 4 - 5 hours a week.

Clean Slate Volunteer Description

On October 12, 2020, Gov. Gretchen Whitmer signed Michigan's Clean Slate legislation into law. These seven bills automatically expunge simple misdemeanors and non-assaultive felonies from the records of hundreds of thousands of Michiganders who have lived crime-free for at least seven years, and make it possible for thousands more to apply for the expungement of other old convictions.

The clean slate volunteer will assist in promptly responding to stakeholders seeking information about this new set of laws. SJM does not provide legal advice; however, the volunteer would provide information and resources where people can find assistance in navigating the process.

Volunteer Responsibilities

- Have a general understanding of Clean Slate legislation by reviewing information provided by SJM staff.
- Return voicemail messages, listen to the caller's story and their specific request, correct any misinformation they may have, record their email address and, if relevant, email the stakeholder using an existing email template.
- Keep a record of the calls returned on the provided Google Sheet document and distribute it to assigned SJM staff each week by Friday at noon.

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- Uphold SJM's values of compassion and dignity for every person and maintain professionalism and empathy when communicating with the public.
- Communicate with SJM staff regarding questions and opportunities to improve the process.

Qualifications

- Strong Interpersonal communication skills.
- Organized and attention to detail.
- Basic understanding of Google docs and sheets.
- Interest in Michigan's Clean Slate laws.
- Passion for social justice.

To Apply

Send an email expressing your interest in this volunteer position, along with your resume and one professional reference to veronica@safeandjustmi.org. Please include "Clean Slate Volunteer" in the subject line. Only applicants selected for interviews will be contacted. No phone calls, please.

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.