

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 directly 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.**

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 with staff working from there on a voluntary basis. The position will require travel within the state, including travel to the office located in the Lansing office. Travel to the Lansing office is not reimbursable.

The selected candidate must provide proof of COVID-19 vaccination and on-going boosters upon hire.

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 director of outreach and community partnerships.

We are seeking a candidate who is a West Michigan resident with strong connections to people and organizations in the communities of Grand Rapids, Kalamazoo, and Muskegon. Candidates representing the justice-impacted and formerly incarcerated communities are encouraged to apply.

Responsibilities

In support of and guided by the SJM strategic plan:

- Develop and identify strategic partnerships with people and organizations within West Michigan.

- Develop and nurture alliances with communities of color, crime survivors, formerly incarcerated people, business community, faith-based organizations, law enforcement, local dignitaries, grassroots social justice organizations, education institutions, 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.
- Represent SJM at community meetings and events.
- Engage in data collection via business cards and event contact sheets for entry into SJM's membership database.
- 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.
- Other duties as assigned.

Qualifications

- **Strong interpersonal communication skills:** Must enjoy communicating 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:** Must 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.
- **Skilled event planner:** Must have experience in managing the details and logistics around planning community-based and virtual events. We are seeking someone with superb organizational skills and the ability to meet deadlines.
- **Basic technology skills:** Knowing how to use e-mail, basic computer programs, internet, and video conferencing.
- **Passion for social justice:** Demonstrated commitment 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 previously incarcerated.

Compensation

Salary is based on experience and qualifications and is in the range of \$50,000 to \$60,000. Benefits include generous paid leave time, 14 paid holiday closures and the week of the Christmas holiday, 403(b) retirement plan with up to 3 percent match, and a comprehensive health care package (medical, dental and vision insurance).

To Apply

To apply, email your cover letter outlining your interest in this position, resume and two professional references to **ken@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.