



Job Title	Justice Systems Assistant
Reports to	Justice Systems Manager
Location	Remote

SUMMARY

The Justice Systems Assistant is a highly organized, creative problem-solver comfortable using technology to support the work of the Gault Center, the youth defense community, and other system partners.

Job Description

ROLE & RESPONSIBILITIES

The Justice Systems Assistant works collaboratively with the Gault Center team to support the national community of youth defenders and, under the supervision of the Justice Systems Manager, to manage the organization’s technology and systems.

ESSENTIAL ATTRIBUTES & SKILLS

- The Justice Systems Assistant must:
- ❖ Demonstrate outstanding attention to detail, strong organizational skills, and analytical thinking.
 - ❖ Be proficient in basic office software (MS Word, Excel, Outlook, PowerPoint, SharePoint, Adobe, Google Docs, etc.).
 - ❖ Be comfortable learning and using technology.
 - ❖ Be able to work independently and efficiently, take initiative, and manage multiple projects.
 - ❖ Embody the Gault Center’s Values (see below).

KEY RESPONSIBILITIES

- The Justice Systems Assistant will be responsible for:
- ❖ Supporting technical aspects of online, hybrid, and in-person events and training, including registration and hosting.
 - ❖ Providing technical assistance to the youth defense community on events, social media, and technology.
 - ❖ Updating content on the Gault Center website.
 - ❖ Supporting the organization’s social media accounts.
 - ❖ Maintaining the Gault Center’s online community forums.
 - ❖ Supporting the Gault Center’s technology and maintaining licenses and subscriptions across platforms.
 - ❖ Maintaining filing protocols and ensuring quality file management and data systems.
 - ❖ Supporting the maintenance of an intranet system for information storage and sharing.
 - ❖ Supporting the maintenance of the internal project and customer relationship systems.
 - ❖ Assisting with data quality, data management, and synthesizing project performance data for reporting.
 - ❖ Other duties as assigned.

EDUCATIONAL & EXPERIENCE REQUIREMENTS

- ❖ Bachelor’s degree or equivalent experience.
- ❖ One to two years of relevant experience.
- ❖ Outstanding attention to detail, highly organized and analytical.

- ❖ Proven ability to work efficiently, timely, and with flexibility in high-pressure situations.
- ❖ Outstanding communication and interpersonal skills.
- ❖ Proficiency in project management software (e.g., Asana), customer relationship management (CRM) technology (e.g. Salesforce), and website management software (e.g., WordPress) advantageous.
- ❖ Commitment to and passion for racial and youth justice.
- ❖ Demonstrated accordance with the Gault Center’s Values (see below).

About The Gault Center

THE GAULT CENTER’S ORGANIZATIONAL CULTURE & VALUES

The Gault Center is defined by five core values:

- ❖ **Serve, with tenacity:** We are poised at every moment to address the most pressing challenges and seize all opportunities to advance the defense of young people. We know that in doing this, we must work efficiently and expeditiously. There is no task that is too big or too small in our service.
- ❖ **Listen, with curiosity:** We recognize that knowing what to do comes from listening. We listen to understand the successes and challenges that our team and community experience. We listen with humility and are receptive to new ideas, points of view, and strategies.
- ❖ **Collaborate, with compassion:** We honor and embrace each other's unique talents, perspectives, and experiences. Diversity centers our work and is the strength of the organization. Our team is most effective when we encourage, recognize, and value each other’s perspectives, cultural differences, and contributions.
- ❖ **Inspire, with excellence:** We strive for the quality of our work to set the standard for advocacy in youth defense. When we do our best, we inspire others to do the same, with intentionality, quality, and respect.
- ❖ **Lead, with courage:** We lead with heart to ensure liberty and equity for young people. Even when uncomfortable, we push ourselves and each other to investigate and transform systems of injustice. We evolve and adapt to new realities in service of our youth defense community.

THE GAULT CENTER’S COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

Diversity, equity, and inclusion are deeply held values at The Gault Center. As such, we are committed to identifying, selecting, hiring, coaching, and mentoring individuals who bring a range of backgrounds, experiences, and skills to contribute to the expertise of our team.

The Gault Center is an equal-opportunity employer and will comply with all applicable laws prohibiting discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status or family responsibilities, physical or mental disability, genetic information, veteran status, matriculation or political affiliation, and any other basis protected by federal, state, or local laws.

Application Process

To apply, please send your resume and cover letter to recruit@defendyouthrights.org with the subject: Justice Systems Assistant.

The Gault Center will begin reviewing applications immediately. This posting will remain open until the position is filled.