

Justice Ventures International Job Description – Program Coordinator

About the Organization

Justice Ventures International (JVI) focuses on fighting human trafficking and other extreme forms of injustice in the Global South with a current focus on India, China and Nepal. For more information about JVI see www.justiceventures.org. The Shop for Freedom, a campaign of JVI, sells products handcrafted by women once held in the sex trade. Learn more about the Shop for Freedom at www.shopforfreedom.com.

About the Position

The Program Coordinator is responsible for working with and under the direction of the President and Development Director to coordinate and support the implementation of a range of administrative, finance, fundraising, and other support services that further the mission of JVI. The Program Coordinator will also manage JVI's Shop for Freedom campaign, and provide some support to JVI's other US-based staff.

Primary Duties and Responsibilities

General Office Management

- Process and maintain all incoming donations and sales records
- Use standard Microsoft Office Suite tools to prepare donor thank-you letters, memos, and other documents
- Prepare and send outgoing mail and courier parcels for JVI generally and the Shop for Freedom Campaign
- Assist Finance Director and President in preparing reports for the JVI board and funders
- Provide office and administrative support to communications efforts with prayer partners, volunteers, investors / donors, and other partners

Shop for Freedom Campaign Management

- Train, support, and manage SFF volunteers
- Monitor Shop for Freedom inventory and prepare bi-annual inventory counts
- Monitor and update inventory levels on the Shop for Freedom website
- Create and oversee ongoing communications with volunteers, customers and JVI partners through email and various social media marketing
- Create and update Shop for Freedom materials including brochures, flyers, packets, educational tools, etc.

Special Projects Support

- Provide other support and assistance on special projects

Skills and Experience

- College degree and experience relevant to completing the roles and responsibilities for the position
- Minimum of three years' work experience
- Demonstrated diplomacy in professional settings
- Excellent knowledge of Microsoft Office Suite
- Experience with Salesforce or other donor management software is preferred
- Ability to work as a team member with others from different disciplines
- Ability to communicate, coordinate, and build relationships with volunteers, investors/donors, and partner organizations

Critical Qualities

- Superior written and verbal communications skills
- Mature orthodox Christian faith
- Proven ability to solve problems
- Genuine passion for JVI and its mission
- A winsome and personable team player
- Professional demeanor

Travel Requirements

Limited travel primarily in the Washington, D.C. metropolitan area.

Organizational Information

Position to be based in the USA (Washington DC Metro Area)

Other

- Competitive salary within industry
- Full-time position (preferred). Open to part-time arrangement (min 25 hours per week) for right candidate.

To apply, please send a cover letter and resume to info@justiceventures.org