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### **About Community Works (CW)**

CW provides direct services and advocacy for people impacted by incarceration. This work takes place in jails, prisons and communities across the Bay Area. The agency's mission is to disrupt our failed justice systems and heal the impacts of incarceration. We accomplish this mission through an interconnected series of direct services and advocacy that promotes diversion, supports reentry, builds individual capacity, and connects families.

### **About Project WHAT! (PW)**

Behind every mother or father in jail or prison are children who are serving time as well. Our work is two-fold: to create a youth-led community that is supportive, loving, and empowering for children with incarcerated parents; and to engage our members in collectively creating systems change to better their own lives and their communities.

### **You are:**

- Enthusiastic about advocating for youth and teaching youth to self-advocate for meaningful, long-lasting change to disrupt the harmful impacts of incarceration.
- Passionate about building and strategizing. You enjoy setting goals, identifying areas for improvement, and developing strategies to meet your target.
- Good with change and can easily adapt to new directions
- Technically strong – proficient with computer programs, especially Microsoft Office
- Comfortable digging into data, analyzing results and presenting findings

### **You will:**

- Manage staff of 2 or 3 program coordinators to run a program that serves roughly 35 youth, ages 12 to 18 years old, and a growing alumni network
- Ensure our program delivery is engaging, educational and informative for our youth, including enhancing curriculum about the prison industrial complex, systems of oppression, and youth leadership development
- Be a program evangelist for PW, by building relationships with key stakeholders and securing trainings and speaking engagements to elevate the conversation about mass incarceration to broader audiences.
- Coordinate PW's youth-led campaigns to improve services and policies for children of incarcerated parents locally and engage PW in state-wide advocacy with the assistance of CW's deputy director.
- Manage the program grant reporting requirements for government contracts and work with youth participants to apply for project-based "mini-grants" that support year-to-year projects of the SF and East Bay cohorts

### **You have:**

- Bachelor's Degree or higher
- 2 or more years of experience with managing a team
- 4 or more years of experience in direct service with youth (teaching, running after-school or community-based programs, etc.)
- Experience in program design, management and evaluation

- A solid understanding of the criminal justice system and its impact on communities of color and poor communities, with a demonstrated commitment to achieving social justice and/or criminal justice reform
- Experience with facilitating group discussions and are comfortable with public speaking (workshops, panels, discussions, classes, etc.)
- An understanding of positive youth development principles
- A clean driving record and ability to drive youth to events and presentations
- Ability to work some nights and weekends, including chaperoning overnight trips
- Able to attend conferences or events in which PW youth participate (in- and out-of-state)

**You might also have:**

A Master's degree in Social Work, Public Policy, or Public Administration.

**Additional Qualifications:**

- Must be able to obtain DOJ fingerprint clearance.

*People of color and those with personal experience of parental or familial incarceration are strongly encouraged to apply.*

Community Works is an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to apply, especially people of color, bi-lingual English-Spanish speakers, lesbian, gay, bisexual and transgender individuals, women, and those that have been formerly incarcerated or impacted by incarceration.

**How to Apply**

Apply immediately by emailing your resume and cover letter to [jobs@communityworkswest.org](mailto:jobs@communityworkswest.org). Use your full name as the subject line. Application deadline is July 12, 2019.

Only candidates selected for interviews will be contacted. Final applicants may be invited for a second interview and/or demonstration teaching session before a staff and youth panel.