



# PUBLIC JUSTICE

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## IMPACT. CHANGE.

National Headquarters 1620 L Street NW Suite 630 Washington, D.C. 20036  
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### **JOB ANNOUNCEMENT**

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**Please post and inform potential applicants.**

January 2019

#### **PART-TIME HUMAN RESOURCES COORDINATOR WASHINGTON, D.C. (preferred) or OAKLAND, CA**

**Public Justice** is a public interest legal advocacy organization dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. We seek to hire a smart, warm, energetic, highly-organized, eager-to-learn, and extremely efficient part-time Human Resources Coordinator to revamp and maintain our recruitment and hiring processes, to support compliance with our internal employee policies, and to support community building amongst staff and with former Public Justice employees. The right candidate will be a problem solver who is able to work both independently and within teams. The position is open immediately, with preference given to applicants who wish to work in our Washington, D.C. office.

This is a part-time position with flexible scheduling options and hours ranging between 20 and 30 hours per week. Salary will range from \$17,500 to \$32,000 per year depending on number of hours worked per week and experience. Benefits—including employer-subsidized health insurance—is dependent on the candidate's work schedule.

Public Justice has two offices, one in D.C. and one in Oakland, CA, and a staff of approximately 30. We expect an uptick in hiring activity in 2019 beyond our normal levels. This position will support efforts to recruit and hire staff, fellows, and interns in both offices; oversee human resources processes and support implementation of internal employee policies; and support internal and external community building. The position will support and report to our Office and Human Resources Manager in D.C. and work closely with our Deputy Director in CA.

#### **Job responsibilities will include:**

- developing and maintaining relationships with key networks to generate qualified and diverse applicants for open positions;
- recommending hiring process enhancements to support our commitment to diversity, equity, and inclusion;
- managing the recruitment and hiring processes of professional and student positions;
- managing the orientation process for new staff and students;
- facilitating training, support to staff, and compliance regarding internal employee policies;
- maintaining accurate job descriptions for all employees;
- helping plan and coordinate any staff retreats;

- working with the Management Team to plan and execute staff events and other staff recognition activities; and
- engaging alumni of Public Justice through network communication and activities.

#### **Requirements and Qualifications:**

- Reliability, punctuality, and self-directed commitment to professionalism
- Experience in an office environment
- A positive and friendly attitude, collaborative demeanor, and a sense of humor
- Superb interpersonal and written communication skills and an honest, direct, and transparent communication style, regardless of the message
- Demonstrated ability to multi-task, problem-solve, prioritize workload, stay organized, and make decisions in a fast-paced, deadline-sensitive environment
- Impeccable attention to detail
- Good judgment and ability to maintain confidential information
- Team player spirit
- Strong skills with Microsoft Office 365, primarily Word, Excel, and Outlook
- High comfort level working with and learning new online applications and conducting internet research
- Interest in advancing justice for all

Public Justice is an equal opportunity employer with a non-smoking environment. Diversity valued. Applications invited without regard to race, gender, national origin, sexual orientation, gender identity or expression, age, or disability.

To apply, please send a cover letter stating why you want to work for Public Justice, along with your resume to [PJjobs@publicjustice.net](mailto:PJjobs@publicjustice.net) no later than **February 8, 2019**. Applications will be considered on a rolling basis, so please apply early. In your email, please include the words "H.R. Coordinator" in the subject line, and in your cover letter, please specify whether you are applying to work in the Washington, D.C. or Oakland, CA office. Candidates applying to work in D.C. are strongly preferred.

For more information about Public Justice, please visit our website at <http://www.publicjustice.net>. No calls please.