

Americorps Notre Dame Mission Volunteer



THE PROMISE
OF JUSTICE
INITIATIVE

Team: Administration/Development
Reports to: Office Manager
Schedule: Full-Time

About PJI

PJI is a New Orleans-based nonprofit that works to create positive change for people in the Louisiana criminal system. Our work is at the intersection of direct services, impact litigation, policy advocacy, and community engagement. We work in the incarceration capital of the world, and primarily with people living in prisons.

We believe in a world where our legal system values each person, supports rehabilitation, and approaches justice with a lens of healing and restoration for those who are harmed. This world will be safer and more secure for all people. We focus on the inhumane conditions of confinement, prosecutorial misconduct, racial bias, excessive sentences, the impacts of Jim Crow and slavery on our criminal laws, and the abolition of the death penalty.

Summary

PJI operates under a high standard of practice that places our clients at the center of our work. We have longstanding, highly developed relationships with the people we represent. We do this because it is humane, but also because these relationships are key to proper development of their cases and getting through the ups and downs of legal representation.

Position Overview

This is a full-time, in-person position at the PJI office located at 1024 Elysian Fields Avenue. The position term is one year, with an anticipated start date in mid-August 2024 and an end date of July 20, 2025. We are a small non-profit and many positions are dynamic, but this position has two essential components:

Administrative and Paralegal Support

- Handle scanning, labeling, disseminating, and filing incoming case records and client correspondence, with assistance from administrative staff
- Assist with substantive file management projects, including case file organization, indexing and scanning transferred case files, maintaining and updating file inventories, managing off-site files, handling case file returns to disengaged clients, and transferring case files off-site and between offices as needed
- Collaborate on intake processing, including scanning, processing incoming inquiries, reviewing and drafting correspondence, handling conflict checks, returning intake-related voicemails, and maintaining accurate records
- Support administrative staff with reception operations as needed, including open/close procedures, greeting guests, answering and transferring incoming phone calls, returning voicemails, and compliance with building security and health safety policies
- Assists with legal mail verification in collaboration with the Front Desk Manager, Office Manager, lawyers, and paralegals
- Collaborate with Administration/Operations team to improve internal processes, systems, and workflow
- Other duties as assigned by supervisor or leadership

Community Education and Outreach

PJI works in many coalitions and in collaboration with a wide variety of partners. Key to our work is engaging client family members, community circles who have been touched by violence and formerly incarcerated people. PJI also manages the John Thompson Legacy Center (JTLC), a community gathering

and event space with the goal of promoting change in the criminal legal-system and supporting those who have been impacted by it. PJI often holds events in this space, either internally through our community organizing staff or through hosting external partners. The Volunteer would have the opportunity to collaborate with PJI's Director of Community Engagement to assist these teams in communicating with interested community members, preparing for and supporting at PJI-hosted events, and being an ambassador for PJI in other community spaces.

PJI's Commitment to Notre Dame Volunteers

In addition to the substantive work, PJI will commit to growing and supporting the Volunteer. They will have weekly check-ins with their supervisor to discuss their workload, goals for their service and growth, and to answer questions about the organization or its work. By the conclusion of the service year, the Volunteer will have had the opportunity to learn many different skills in varying degrees of depth depending on the needs of the office and interest of the Volunteer. Some of the possible skills include, but are not limited to: high-volume file organization and management, in-court administrative and paralegal support, trauma-informed client interactions, community outreach and education, researching and connecting client needs to community supports, and public communications.

How to Apply

Applicants are considered on a rolling basis. Please email a resume to William Fields, the Notre Dame AmeriCorps-New Orleans Site Director, at neworleans@ndmva.org.

PJI is committed to the principle of equal employment opportunity for all employees. All employment decisions at PJI are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, past or present military service, history of incarceration, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. PJI will not tolerate discrimination or harassment based on any of these characteristics. PJI encourages applicants of all ages, and does not discriminate against formerly incarcerated individuals.