

About Court Watch NOLA:

Since 2007 Court Watch NOLA has recruited, trained, and supported volunteers in observing and reporting on whether Orleans Parish Criminal District Court judges, prosecutors, public defenders, and other public servants are doing their jobs professionally, transparently, and efficiently. Volunteer court watchers carry bright yellow clipboards, and their daily presence in the courtroom helps identify systemic problems while sending the message that New Orleanians care about making the court system more accountable and just.

Court Watch NOLA's mission is to promote reform in the Orleans Parish criminal court system through civic engagement and courtroom observation.

About the Job:

The Chapter Development Specialist will be responsible for working 40 hours a week. The Chapter Development Specialist will report to the Executive Director and in some circumstances to the Program Director and the Development Consultant. The Chapter Development Specialist's duties include:

- Serving as a point of contact for new courtwatch program development in diverse geographic jurisdictions;
- Collaborating with community advocates and nonprofit groups on the creation of courtwatching groups in different cities across the country;
- Providing secondary support for other chapter development efforts within surrounding parishes or out-of-state counties which seek to create and implement organizations similar to Court Watch NOLA;
- Developing a new network of high-level contacts for chapters and forming new alliances and partnerships resulting in expansion of Court Watch NOLA's model;
- Training staff from other organizations on courtwatching activities, including training on national best practices in criminal justice practice;
- Driving and encouraging creativity and innovation at the community/chapter level;
- Traveling to various locations to do case studies and in-depth analysis of different criminal court systems;
- Collaborating with other key departments inside Court Watch NOLA to ensure cross-promotion, and support of, organizational goals and/or messages;
- Thinking strategically with the larger team to determine the proper method to create a national network of groups with similar goals and purposes;
- Publicly speaking at certain opportunities; and
- Attending Board of Directors meetings as needed.

Desired qualifications include:

- In-depth experience in at least one Louisiana criminal court system is a requirement. There is a strong preference that the applicant have experience in more than one Louisiana criminal court system or in one Louisiana criminal court system and a criminal court system outside of Louisiana.

- Applicant must be an attorney or have at least three years of experience working in the criminal justice field.
- Knowledge and understanding of criminal justice and/or criminal procedure
- Proven ability to form and develop alliances and partnerships
- Excellent written and verbal communication, presentation, and interpersonal skills
- Ability to work successfully in a diverse team environment
- Ability to work with individuals that come from diverse socio-economic and political (conservative and progressive) backgrounds. Ability to work with both victims and the formally-incarcerated community.
- Demonstrated ability in handling multiple priorities, project management, and meeting deadlines with strong planning and organizational skills.
- Outcome-driven
- Strong community-based orientation
- Must be able to work through others to accomplish goals
- Proficient in computer-based information systems
- Maintain a high level of professionalism and interpersonal skills to handle sensitive and confidential situations/information
- Must continuously demonstrate poise, tact, and diplomacy
- Must be creative and have the ability to think outside of the box
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, One Drive), Google Suite, Social Media (Twitter, Facebook, Instagram), Survey Monkey, and WordPress
- Exceptional work ethic
- Strong organizational skills
- Proven ability to work independently; strong self-motivation and effective time management skills

Court Watch NOLA values diversity and an inclusive culture. We encourage applications from all qualified candidates without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

How to Apply:

If interested, please send an email with the subject line “Chapter Development Specialist applicant” with a cover letter, detailed resume, and list of three references to [hiring@courtwatchnola.org](mailto: hiring@courtwatchnola.org) by April 20, 2018.