



CRIMINAL JUSTICE

Open Heart Leaders Nonprofit Organization

Organization Description:

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the organization's activities in the OHL Reform sector
- Assist in building programs and services for OHL Reform
- Participate in handling and organizing case work
- Implement a working knowledge of criminal law
- Conduct research projects and draft reports as needed
- Perform other duties as assigned

QUALIFICATIONS AND SKILLS:

Education/Experience/Certification

- Having completed or working towards a degree in Criminal Justice or a related field
- Experience working in the field of Criminal Justice preferred
- Proficient in Microsoft Office and Google Suite applications

Knowledge, Skills, and Abilities

- Knowledgeable in the use of Microsoft Office and Google Suite (especially Excel/Sheets)
- Able to work well in a multi-disciplinary, diverse, team-oriented environment
- Strong skills in research, writing, and oral communication

HEALTH STATUS:

- Must be able to provide proof of a negative COVID-19 test prior to working onsite in order to maintain safety standards for the individual and surrounding people.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

- N/A

Mental Demands

- N/A

BACKGROUND CLEARANCE

- N/A



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TRANSPORTATION:

- N/A

PAY:

- Unpaid
- College credits may be arranged
- Work experience at an established non-profit organization

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical