



Administrative Assistant

Exempt, Part-Time, Regular Position
Phoenix, AZ
June 1, 2026

Organizational Background:

Just Communities Arizona is transforming Arizona's approach to public safety by imagining, building, and resourcing community-based solutions outside of the punishment system. JCA's purpose is to *redefine safety*, moving toward a more holistic, generative approach that creates safety for everyone on every level—physical, emotional, social, and economic. We are developing a comprehensive, multi-sector *safety ecosystem*—one that is holistic, community-driven, and focused on addressing social and public health problems, seeking accountability, healing harm and trauma, and building cohesive, interdependent relationships. In Maricopa County, JCA is the Fiscal Agent for Maricopa County Health Department, managing the distribution of its share of Proposition 207 (Smart & Safe Act of 2020) Justice Reinvestment Funds via grants to nonprofit organizations.

Position Summary:

Under the supervision of the Operations and Finance Manager, the Administrative Assistant will provide administrative support and office coordination for the JustReinvest Program including planning, implementing, overseeing, and carrying out complex administrative responsibilities. Major areas of responsibilities include administration, operations, accounting and data entry support, and Subgrantee relations.

Please note: JCA does not have a physical office. Most staff members work virtually from their own home offices. Most of the work for this position will be located in Phoenix, AZ.

Specific Responsibilities include, but are not limited to:

1. Develop, maintain, and document administrative processes.
2. Review, maintain, and update CRM, shared drives, and folders.
3. Perform basic data entry as required.
4. Collect and organize receipts, invoices, and other financial documentation.
5. Collect and organize contracts and contractor paperwork in accordance with JCA policies and procedures.
6. Oversee and support event planning and logistics.
7. Collect, organize, and compile Financial and Quarterly Program reports from SubGrantees.
8. Assist with scheduling site visits and organizing Subgrantee trainings and events, handling logistics, preparing materials, and managing RSVP's.
9. Provide research assistance, run reports, and compile materials.
10. General communications including responding to emails or phone inquiries.
11. Occasional in-state travel required.
12. Other responsibilities as assigned.

Qualifications:

1. Minimum two years' experience in an administrative position, preferably in a nonprofit environment.
2. Commitment to JCA's mission and vision of holistic community safety.
3. Digital database (CRM) management experience.
4. Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and Google Workspace.
5. Knowledge of filing systems.
6. Acute attention to detail.
7. Excellent verbal and written communication skills.
8. Ability to present information concisely and effectively.
9. Ability to work in a fast-paced, sometimes intense environment.
10. Expert in juggling priorities and deadlines.
11. Emotional maturity and a sense of humor.
12. Person of strong character, integrity, and discretion.
13. Bilingual Spanish/English a plus.

Compensation

\$22,000 annually (over \$20/hr). Excellent benefits package available with medical, dental, and vision insurance, and generous vacation, holiday, and sick leave.

JCA employs an intersectional analysis that is explicitly anti-racist, feminist, pro-Queer, trauma-informed, and grounded in economic justice and harm reduction principles. Just Communities Arizona is an equal opportunity employer. We do not and shall not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, arrest or conviction history, or for any other discriminatory reason.

People directly impacted by the criminal punishment system are encouraged to apply.

TO APPLY:

Please send a resume, cover letter, and three professional references to: Jason Martinez, at jason@justcomaz.org.

We are accepting applications until 11:59pm on Friday, July 10, 2026.

Feel free to contact us with any questions: 520 201-5860