



Position: Operations Coordinator

About Justice Adda:

Justice Adda is a legal design organization committed to democratizing access to information about human rights and justice issues. We seek to bridge the gap between academic discourse and practical solutions, making the justice system more accessible for everyone.

Job Overview:

Justice Adda is currently seeking a motivated and experienced Operations Coordinator to join our team. You will be based in India and work remotely, and on a full time commitment. This is a one-year contract, which may be renewed. You will play a key role in managing various projects undertaken by team members, ensuring smooth operations, and contributing to the overall success of our mission.

Your responsibilities include:

1. Project Management:

- Oversee and manage different projects that team members are involved in.
- Coordinate project timelines, tasks, and deliverables to ensure successful completion.

2. Documentation and Reporting:

- Maintain accurate and up-to-date project documentation.
- Prospect new funding opportunities, assist the team with drafting and finalizing funding applications, liaison with funders to ensure project timelines are satisfied.
- Generate reports on project progress, challenges, and outcomes and impact for internal and external stakeholders.

3. **Administrative Support:**

- Provide administrative support to team members, including scheduling internal and client meetings, handling emails, maintaining the Justice Adda website and managing project documentation.
- Provide coordination for interns, external consultants and research associates including onboarding, conduct weekly meetings and coordinate between interns, consultants and associates on pending and completed tasks.
- Act as a liaison between team members, ensuring effective communication and information flow.

4. **Communication and Outreach:**

- Assist in the coordination of annual newsletter, virtual and physical events, workshops, and webinars.
- Assist in drafting and editing communications, presentations, outreach and new releases and project-related materials including on social media.

At Justice Adda, we believe in fostering an environment where team members can grow both professionally and personally. We encourage and support our team members in upskilling and taking ownership of projects that align with Justice Adda's mission. As a member of our team, you will have:

1. Upskilling Opportunities:

- Access resources and opportunities for continuous learning and skill development.
- Participate in training programs and workshops to enhance your expertise.

2. Project Ownership:

- Collaborate with team members to ideate and initiate projects that align with Justice Adda's goals.
- Take the lead in planning, executing, and managing projects that you are passionate about.

3. Mentorship and Guidance:

- Receive mentorship and guidance from experienced professionals within the organization.
- Engage in regular feedback sessions to facilitate your growth and success.

4. Flexibility and Autonomy:

- Enjoy a flexible work environment that allows you to balance your responsibilities and pursue projects that matter to you.

- Collaborate with the team to contribute to the organization's overall success.

Application Requirements:

- A bachelor's degree in law, sociology, political science or similar qualification.
- Background in design /law is desirable.
- 2-3 years of experience in project management or administrative roles.
- Working knowledge of MS Office and basic computer skills.
- Experience in budgeting and expense control.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Proven ability to work independently and remotely.

Suggestive Salary Range:

- Rs. 40,000 -55,000 per month (inclusive of tax)

How to Apply:

- Please complete the [google form](#) by or before June 23, 2024.
- Please include a 2 page CV and a cover letter of up to 2 pages which discusses your suitability for the role.
- Shortlisted candidates will be invited to an interview. We may have up to two interview rounds for selection.
- If you have queries about the position please write to varsha.justiceadda@gmail.com and siddharth.justiceadda@gmail.com

JusticeAdda is committed to creating a diverse and inclusive workplace. We encourage candidates from diverse backgrounds to apply. We value the unique perspectives and contributions of each team member and encourage an environment where everyone feels supported and empowered. This approach highlights the organization's commitment to equitable access, professional development and project ownership.