



Project Manager: Conservatorship Study

California Elder Justice Coalition (CEJC)

Location: Remote, although California based preferred

About the Role:

Under the direction and guidance of CEJC's Executive Director, the Project Manager will oversee the 35-month study **Protecting the Rights of Adults Under Conservatorship in California**. This fixed-term position is supported by a grant from the Judicial Council of California and is being carried out in partnership with state and national leaders in guardianship reform (partners). Primary project activities include a case file review of probate conservatorships, a literature review, focus groups with court personnel and stakeholders, and the production of a comprehensive report of project findings with recommendations as requested by the California Legislature. The California Elder Justice Coalition is an inclusive, innovative, and equity-focused organization devoted to providing a voice from the field to state and federal elder justice policy makers.

Key Responsibilities: Under the supervision of CEJC's Executive Director, the Project Manager will oversee the day-to-day project activities related to the project, which include the following:

- Work with partners to design the research strategy
- Recruit a minimum of 5 courts to participate and secure permissions and agreements for their participation
- Develop and oversee agreements with partners and ensure that agreed-upon tasks and deadlines for deliverables are submitted on time and in the formats requested by the JCC
- Recruit, select, and provide training and supervision for 10 temporary casefile reviewers
- Oversee the project budget and provide necessary information to CEJC's Coordinator for invoicing and reporting
- Oversee the selection of a minimum of 5 focus groups and assist in organizing and carrying out group sessions, analyzing the results, and writing reports
- Maintain regular contact with JCC personnel, partners and Advisory Committee members
- Assume primary responsibility for preliminary and final reports
- Respond to requests from JCC personnel, policy makers, advocacy groups, and others to report on preliminary and final findings and recommendations

Qualifications:

- Previously held a leadership position at a mission-driven organization
- Knowledge of California conservatorship system and stakeholders
- Working knowledge of research methods
- Ability to identify information, resources, and experts to achieve project goals
- Ability to establish relationships with researchers, court personnel, legal and aging services providers and community leaders

CEJC personnel are employees of CEJC's fiscal sponsor, Community Partners, which provides administrative and financial oversight, payroll services, employee benefits, and audit and tax filings as well as support and consultation. Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Salary and Benefits: \$80,000

Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, and flex spending.

How To Apply:

Send resumes and cover letters in PDF format to CEJC at info@elderjusticecal.org