The American Friends Service Committee is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person and faith in the power of love to overcome violence and injustice.

**POSITION DESCRIPTION**

**TITLE:** Arizona Program Coordinator  
**STATUS:** Full-Time, three year grant-funded position, could extend beyond three years  
**SUPERVISOR:** Program Director, Arizona  
**REGION/UNIT:** West Region  
**LOCATION:** Tucson, Arizona  
**DATE APPROVED:** February 2015

AFSC Arizona works to reduce incarceration through state sentencing reform, fighting prison and detention expansion, and improving conditions of confinement. One key piece of this work is challenging for-profit, private prisons. As the for-profit prison industry is beginning to expand into treatment centers, re-entry programs, and alternatives to incarceration, AFSC is concerned that the widening of this scope will only further entrench the for-profit prison industry into the prison industrial complex under the guise of “rehabilitation,” a development we are terming the “Treatment Industrial Complex” (TIC). For more information on, see our report, “The Treatment Industrial Complex: How For-Profit Prison Corporations are Undermining Efforts to Treat and Rehabilitate Prisoners for Corporate Gain,” [www.afsc.org/tic](http://www.afsc.org/tic).

AFSC has secured grant funding for three years that will allow the Arizona office to grow its staff by one full-time position and greatly expand the work on this burgeoning issue. The Arizona Program Coordinator will coordinate the TIC Campaign, while working in close collaboration with other AFSC Arizona staff.

**SUMMARY OF PRINCIPAL RESPONSIBILITIES**  
The Arizona Program Coordinator will work closely with the Program Director and Associate Program Director on strategic planning, development, and management of statewide campaigns against for-profit corporate involvement in community corrections (re-entry, alternatives to incarceration). Additional responsibilities include research, writing, and editing of campaign materials, including a major report on privatization of community corrections nationally. The Arizona Program Coordinator will work collaboratively with staff and contribute to other areas of program work as needed.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** The key responsibilities of the position include the following:
1. Statewide campaign planning, development, and management
2. Research and development of new materials
3. Messaging and media work including social and alternative media (blogs, Twitter, etc.)
4. Outreach, networking, and coalition building
5. Policy work, including legislative and agency administrative policies regarding state contracts for re-entry, treatment, and alternatives to incarceration.
6. Represent AFSC in key coalitions, conferences, trainings, events, and media interviews
7. Grant reporting on the budget and activities of the Treatment Industrial Complex Campaign
8. Volunteer/intern recruitment and supervision

**MINIMUM QUALIFICATIONS**

**EDUCATION:** Bachelor of Arts and the equivalent of three-five years or more in organizing on social justice issues, preferably criminal justice related. Master’s degree in related field (political science, criminal justice, social work) welcome.

**EXPERIENCE:**
1. Strategic planning of social change, labor organizing, or similar campaigns
2. Project organization and management
3. Coalition building, preferably in Arizona
4. Research skills
5. Knowledge/experience with issues related to the criminal justice system and mass incarceration

**OTHER REQUIRED SKILLS AND ABILITIES:**
1. Computer proficiency including experience with Microsoft Office, email, and internet search tools.
2. Strong verbal and written communication skills
3. Shows initiative and ability to take on new projects
4. Public speaking, conducting trainings and presentations
5. Media outreach, including social and alternative media
6. Willingness and ability to work collaboratively in a team working environment
7. Ability to work with diverse constituents and colleagues, including state officials and corrections; people of many backgrounds and experiences.
8. Initiative and ability to work independently as well as collaboratively
9. Understanding and commitment to the Quaker values of non-violence and valuing the inherent worth and dignity of all people.
10. Spanish fluency preferred

**COMPENSATION:** Range 15 - Exempt. Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker’s compensation and social security.
This is a grant-funded position. The term of the grant is three years, though the intention of AFSC Arizona is to continue this work beyond three years, contingent upon funding.

AFSC’s Central Office and some of its offices in the U.S. are unionized workplaces. This position is not represented.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

The American Friends Service Committee is a smoke-free workplace.