



POSITION ANNOUNCEMENT Reno, NV

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Program Specialist

Application Deadline: August 31, 2021

Starting Salary Range: \$18.00 – \$22.25 per hour, DOE

FLSA Status: Non-Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking applications to fill the position of **Program Specialist** to build on the exceptional 84-year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. For an overview of NCJFCJ's major initiatives, please go to www.ncjfcj.org/about.

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

The NCJFCJ's Child Welfare and Juvenile Law's multi-disciplinary team focuses on affecting national policy and enhancing the functioning of the juvenile and family court field through state-of-the-art research, training and professional education, technical assistance, and the production of educational resources to the benefit of children, families, and communities.

The ideal candidate for the **Program Specialist Position** will have experience in adult education, social media, project promotion, development and coordination of training and technical assistance materials, resource lists, program reports, brochures, and in-house publications. Principles of customer relations are desirable traits. A passion for working in a non-profit, grant-funded environment is preferred.

The Program Specialist position is located in Reno, Nevada. With a population of over 235,000, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, hunting, fishing and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit <https://www.washoecounty.us/>.

The key requirements for the **Program Specialist** position include:

- A degree from an accredited four-year college or university;

- At least two years' experience in law, psychology, sociology, social work, organizational behavior, juvenile justice, or child welfare;
- Experience with coordinating/staffing workshops and developing training and technical assistance materials;
- Experience working with webinar and virtual event technologies.
- Experience working with platforms such as Adobe Connect, Zoom, and Google Suite;
- Skilled in the operation of audio/visual equipment;
- Demonstrated ability to work in a team setting and process-oriented environment as well as work independently to initiate, organize, and follow tasks to completion;
- The ability to work cooperatively with staff, partner organizations, child welfare agencies, domestic violence advocacy groups, the judiciary, and advisory committees and groups;
- Strong organizational, computer, and verbal and written communication skills;
- Proficient in Microsoft Suite;
- Experience with maintaining web sites;
- Background or experience in nonprofit or grant-funded environment;
- Willing and able to frequently travel nationwide; and
- Occasional lifting up to 50 lbs. may be required.

Other duties for this position include:

- Provide webinar coordination and scheduling
- Conduct webinar intakes with requestors
- Communicate webinar needs to program team
- Provide information to and communicate with web developer about the creation of webinar registration links
- Serve as registrar
- Secure webinar materials from requestors
- Schedule and conduct practice sessions with requestors
- Create webinar rooms (layout design, interactive activity preparation)
- Secure closed captioning and interpreters as required
- Provide live support during webinar (introductions, assist presenters, answer questions about webinar process, alert presenters to questions from audience, monitor session time, close out event)
- Prepare post-webinar materials and send to requestors (chat transcripts, question and answer transcripts, closed caption transcripts, webinar recordings)
- Troubleshoot and resolve technical, scheduling, and content issues in real-time
- Provide technical assistance on the Adobe Connect platform

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents, life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit their application no later than Tuesday, August 31, 2021:

- Tailored Letter of Interest
- Résumé or CV,
- National Council Application form

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

PROGRAM SPECIALIST

Job Data	Pay Grade: AOS3 FLSA Status: Non-Exempt Reports To: Program Manager, Program Director, Director Date: March 17, 2014
Job Summary	<p>The Program Specialist position works in close collaboration with staff and related professionals to initiate and enhance projects and productivity. This position will assist with development of programs; implementing projects; completing research and reports; and gathering and distributing expert content knowledge in assigned area internally and to NCJFCJ constituents.</p>
<p><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, the minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Coordinate and provide training, technical assistance, and professional support on specifically-designated subject areas and projects • Develop training and technical assistance materials, resource lists, program reports, brochures, and in-house publications • Maintain timely and accurate records • Organize and maintain library, publications, and project materials • Serve as a resource by providing accurate and timely response to inquiries from staff, members of the organization, and other professionals • Coordinate with staff to establish and maintain Web site • Maintain and utilize databases for recordkeeping, queries, and reporting • Manage program displays • Coordinate audio/visual communications for meetings and programs • Provide assistance and support as needed in the completion of projects and tasks • Other duties as assigned*

JOB DESCRIPTION PROGRAM SPECIALIST

<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university • Advanced degree preferred • Two years' progressively responsible experience in law, psychology, sociology, social work, organizational behavior, juvenile justice, family or domestic violence, or child welfare, or • Equivalent combination of education and experience in a relevant field • Experience in non-profit or grant-funded environment preferred
<p>Knowledge, Skills, and Abilities ("KSAs")</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of adult education principles • Ability to develop and coordinate training and technical assistance materials • Ability to successfully operate audio/visual equipment • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, iMIS Database or other database systems, and design programs • Ability to manage files and maintain records in compliance with recordkeeping policies • Strong, effective communication skills, both verbally and in writing • Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • Knowledge of proper telephone and e-mail practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance) <p><i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office • Evening, weekend, holiday, and overtime work may be required • Regular travel, locally and nationally, is required

**The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.*