



## **POSITION ANNOUNCEMENT Reno, NV**

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

#### **Senior Program Manager Child Welfare and Juvenile Law**

**Application Deadline: June 17, 2022**

**Starting Salary: \$70,000.00 - \$87,500.00 per annum, DOE  
FLSA Status: Exempt**

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking a **Senior Program Manager** for the Child Welfare and Juvenile Law program to build on the exceptional 85-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](http://www.ncjfcj.org/about).

The mission of NCJFCJ is to provide all judges, courts, and related agencies 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 team members who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ team members work collaboratively in a collegial setting to achieve this mission.

The NCJFCJ's Child Welfare and Juvenile Law 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 **Senior Program Manager** position will demonstrate superior knowledge of juvenile justice and will be responsible for management of grant programs as assigned. This position will coordinate programs; prepare reports; communicate with grant monitors and leadership; oversee budgets and contracts; and ensure completion of grant obligations including training, publications, research, webinars, meetings, curricula, and technical assistance; and coordinating deliverables with national partners and colleagues. The Senior Program Manager may oversee the work of other program team members.

*The key desirable and preferred requirements for this position include:*

- Degree from an accredited four-year college or university; advanced degree preferred
- Five years of experience in the area of Child Welfare or Juvenile Justice preferred
- Ability to help develop, manage, and track compliance of grant deliverables/budgets
- Experience coordinating with team members, program partners, and consultants in developing and implementing programs and curriculum for adult learners
- Skilled at delivering up-to-date legal and policy research in a timely and efficient manner
- Familiarity with updating publications and providing technical assistance for workshops and training sessions
- Strong PC-based computer skills
- Effective communication skills, both verbally and in writing
- **Travel and evening/weekend/holiday work is required**
- A passion for working in a non-profit, grant-funded environment

For more information regarding the work experience, educational requirements and essential job functions, please refer to the Senior Program Manager job description attached.

**This full-time Senior Program Manager position will be located in Reno, Nevada,** which is a smaller city that offers a great quality of living.

For more information, please visit <https://www.washoecounty.gov/>. 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 offers a benefit package that 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 the following no later than June 17, 2022:**

- Tailored Letter of Interest
- Résumé or CV
- Professional Writing Sample (not to exceed 5 pages)

~ NCJFCJ is proud to be an Equal Opportunity Employer ~



# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## ***PROGRAM MANAGER, SENIOR***

<b>Job Data</b>	<b>Pay Grade:</b> MM1 <b>FLSA Status:</b> Exempt <b>Reports To:</b> Program Director <b>Date:</b> March 30, 2022
<b>Job Summary</b>	<p>The Senior Program Manager position is responsible for management of grant programs as assigned. This position will prepare reports; communicate with grant monitors and leadership; oversee budgets and contracts; and ensure completion of grant obligations including publications, research, webinars, meetings, curricula, and technical assistance; and coordinating deliverables with national partners and staff. The Senior Program Manager may oversee the work of other program staff.</p>
<p><b><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></b></p> <ul style="list-style-type: none"> <li>• Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services</li> <li>• Follow organizational and departmental policies, procedures, protocols, and systems</li> <li>• Perform quality work, with or without direct supervision</li> <li>• Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public</li> <li>• Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor</li> <li>• Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations</li> <li>• Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner</li> <li>• Be self-motivated and highly responsive to individuals, staff, members, and the organization</li> <li>• Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills</li> <li>• Approach work with a positive attitude, sense of humor, and energy</li> <li>• Willingness to continuously learn and be flexible</li> <li>• Use discretion in managing sensitive, proprietary, or confidential information</li> <li>• Be responsible stewards of the organization's resources</li> </ul>	
<p><b>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</b></p>	
<b>Essential Functions Required</b>	<p><b>Essential functions and responsibilities may include, but are not limited to, the following:</b></p> <ul style="list-style-type: none"> <li>• Initiate, develop, organize, implement, and manage program activities for multiple programs as assigned</li> <li>• Ensure timely and expert fulfillment of grant activities</li> <li>• Coordinate technical assistance fulfillment among team and partners</li> <li>• Provide leadership for the assigned program, including on-site leadership at meetings, trainings, and conferences</li> <li>• Engage stakeholders and facilitate successful meetings and conference calls</li> <li>• Provide research-based training and technical assistance to communities, state agencies, and federal partners</li> <li>• Coordinate the writing, editing, and publication of grant program publications, reports, and deliverables</li> </ul>

## JOB DESCRIPTION PROGRAM MANAGER, SENIOR

	<ul style="list-style-type: none"> <li>• Prepare grant proposals and budgets; ensure contracts and consulting agreements are current and appropriate to meet grant programs</li> <li>• Provide supervision, guidance, direction, and mentorship to subordinate staff as required</li> <li>• Other duties as assigned*</li> </ul>
<b>Education and Work Experience</b>	<ul style="list-style-type: none"> <li>• Graduate degree from an accredited university in relevant areas of study such as law, women's studies, social work, or political science (JD or MPA preferred)</li> <li>• Minimum of five years' professional experience in child welfare, domestic relations, domestic and family violence, or the juvenile justice system; or</li> <li>• Equivalent combination of training, education, and experience in a relevant field</li> <li>• Passion or preference for working in a non-profit or grant-funded environment</li> </ul>
<b>Knowledge, Skills, and Abilities ("KSAs")</b>	<ul style="list-style-type: none"> <li>• Ability to acquire, organize, evaluate, and distribute information, materials, resources, and knowledge in response to justice system professionals, students, and related parties relative to all aspects of juvenile justice, child welfare, domestic relations, or domestic and family violence administration and practice</li> <li>• Knowledgeable with research methods</li> <li>• Knowledgeable with federal grants and grant writing and budgeting</li> <li>• Familiarity with the principles of adult education</li> <li>• Demonstrated skill in public speaking and meeting facilitation</li> <li>• Ability to successfully write grant proposals and develop budgets</li> <li>• Ability to oversee or supervise the work of collaborative staff</li> <li>• Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, database management</li> <li>• Ability to manage files and maintain records in compliance with recordkeeping policies</li> <li>• Strong, effective communication skills, both verbally and in writing, with emphasis on public policy, legal, and social aspects of juvenile justice, child welfare, domestic relations, and domestic and family violence administration</li> <li>• Ability to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail</li> <li>• Able to comfortably manage multiple tasks and projects utilizing time management and organization skills</li> <li>• Knowledge of proper telephone and email practices and etiquette</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Extended periods of sitting</li> <li>• Extended use of desktop/laptop computer and peripheral equipment</li> <li>• Read and analyze fine print for extended periods</li> <li>• Occasional stooping, standing, carrying</li> <li>• Occasional lifting up to 50 lbs. (with assistance)</li> </ul> <p><b>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.</b></p>
<b>Work Environment</b>	<ul style="list-style-type: none"> <li>• Fast-paced, high-pressure, professional office environment</li> <li>• Evening, weekend, holiday, and overtime work may be required</li> <li>• Frequent travel, locally and nationally may be required</li> </ul>

*\*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.*