



## **POSITION ANNOUNCEMENT**

### **Reno, NV**

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

### **Project Coordinator** **Family Violence and Domestic Relations**

**Application Deadline: April 15, 2023**

**Starting Salary Range: \$45,000 - \$60,000 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 applications to fill the position of **Project Coordinator** for its **Family Violence and Domestic Relations** program to build on the exceptional 86-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 the NCJFCJ's major initiatives, please go to [www.ncjfcj.org/about](http://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 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 is seeking a full-time **Project Coordinator** to join the Family Violence and Domestic Relations (FVDR) program's multidisciplinary and highly dedicated team. This individual is responsible for providing support and coordination for programmatic projects and building relationships with project consumers, partners, including federal partners, and staff to enhance the NCJFCJ's overall provision of technical assistance and training. This position requires the ability to build and maintain relationships, strong written and verbal communication skills, excellent time management and organizational skills, and the ability to work both independently and as part of a team while also managing a broad range of project activities and deliverables. The **Project Coordinator** will work closely with project teams, leadership teams, and partners.



***The successful candidate for this position will be expected to engage in a wide range of professional activities such as:***

- Provide support to the technical assistance and training team and assist with basic information requests about services, websites, and related resources
- Work in close collaboration with team members and related professionals to initiate and enhance projects and productivity
- Assist with developing programs; implementing projects; completing research and reports
- Demonstrate effective utilization of project resources and an understanding of technical assistance and training and programmatic project needs

***Strong emphasis is placed on the following experience and abilities:***

- Knowledgeable about issues relating to domestic and family violence, child welfare, juvenile justice, and family law
- Knowledgeable about virtual training and meeting technology
- Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2016 (Word, Access, Excel, PowerPoint), Adobe Professional, and database systems
- Knowledge of Zoom and Adobe Connect preferred
- Ability to manage electronic and hard files and maintain records in accordance with federal and internal grant compliance guidelines, policies, and practices
- Excellent, effective communication skills, both verbally and in writing, with an emphasis on grammar, spelling, and syntax and presentation/facilitation skills
- Ability to work independently with minimal supervision and to work well as part of a team of diverse, experienced, and dedicated professionals and experts
- Demonstrate superior analytical and problem-solving skills
- Motivated and committed to advancing programmatic and NCJFCJ goals and objectives
- Bilingual skills a plus

***The successful candidate for this position must:***

- Exhibit a high degree of professionalism and skill in interacting with project principals and colleagues
- Maintain content for NCJFCJ project websites
- Provide support for virtual and in person technical assistance and training orientations, meetings, conferences, workshops, and roundtables
- Build and maintain relationships with project consumers, partners, and staff that enhance the NCJFCJ's technical assistance and training activities
- Maintain spreadsheets and program files, including electronic and hard files
- Assist with the development and production of project newsletters
- Provide support to project leadership teams on project development, implementation, and closeout of technical assistance and training activities
- Perform other duties as assigned

***The minimum requirements for this position include:***

- Bachelor's degree and at least two years of experience in a project coordinator position, or an equivalent combination of training, education, and experience in a relevant field. Knowledge of the dynamics of domestic violence, dating violence, stalking, and/or sexual assault preferred, but not required
- Computer literacy; familiarity with online training and meeting technologies preferred



- Excellent communication skills – both written and verbal; follow-through, attention to detail; diplomacy; and the ability to create and maintain efficient working relationships with co-workers, judges, domestic and family violence professionals, community stakeholders, and allied professionals
- Evening/weekend/holiday work may be required
- **Travel may be required**

**The Project Coordinator position is located in Reno, Nevada.** Reno, the largest city in Northern Nevada, 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, fishing, and mountain climbing are all activities Reno residents and visitors enjoy. For more information, please visit [washoecounty.gov](http://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'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 the following:**

- **Tailored Letter of Interest**
- **Résumé or CV**

**~ NCJFCJ is proud to be an Equal Opportunity Employer ~**



# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## **PROJECT COORDINATOR**

<b>Job Data</b>	<b>Pay Grade:</b> PRO1 <b>FLSA Status:</b> Exempt <b>Reports To:</b> Senior Program Manager; Program Director <b>Date:</b> March 1, 2023
<b>Job Summary</b>	<p>The Project Coordinator is responsible for coordinating and providing support for programmatic projects and building relationships with project consumers, partners, including federal partners, and staff to enhance the NCJFCJ's overall provision of technical assistance and training. This position requires the ability to build and maintain relationships, strong written and verbal communication skills, excellent time management and organizational skills, and the ability to work both independently and as part of a team, while also managing a broad range of project activities and deliverables. The Project Coordinator will work closely with project teams, leadership teams, and partners, and the position will serve as the main point of contact for technical assistance and training requests from consumers, partners, and staff.</p>
<p><b><i>In the performance of their respective tasks and duties, <u>all team members</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 a 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>• Provide support for technical assistance and training team responses to requests for programmatic projects, including basic information requests about services, websites, and related resources, referral and collaboration requests, and resource development and sharing requests</li> <li>• Provide support for project technical assistance and training activities and deliverables and innovatively addressing problematic patterns such as overlapping and competing project requests</li> <li>• Maintain content for NCJFCJ project websites</li> </ul>

## JOB DESCRIPTION PROJECT COORDINATOR

	<ul style="list-style-type: none"> <li>• Assist with the development of virtual and in-person technical assistance and training materials and resources</li> <li>• Assist with virtual and in-person technical assistance and training orientations, meetings, conferences, workshops, and roundtables</li> <li>• Assist with in-person technical assistance and training peer-learning opportunities</li> <li>• Build and maintain relationships with project consumers, partners, and staff that enhance the NCJFCJ's technical assistance and training activities</li> <li>• Maintain technical assistance and training tracking spreadsheets and program files, including electronic and hard files</li> <li>• Assist with the development and production of project newsletters, including identifying topics, developing timelines, and writing articles</li> <li>• Provide support for technical assistance and training meetings to enhance collaboration and coordination among project teams and staff, consumers, and partners</li> <li>• Assist with drafting reports, in whole or in part, in accordance with federal and internal grant compliance guidelines, policies, and practices</li> <li>• Contribute to project planning meetings, conferences, and proposals</li> <li>• Work closely with project leadership teams on project development, implementation, and closeout of technical assistance and training activities</li> <li>• Other duties as assigned*</li> </ul>
<b>Education and Work Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree</li> <li>• Two years of experience in a project coordinator position</li> <li>• Equivalent combination of training, education, and experience in a relevant field</li> <li>• Knowledge of the dynamics of domestic violence, dating violence, stalking, and/or sexual assault preferred, but not required</li> </ul>
<b>Knowledge, Skills, and Abilities (KSAs)</b>	<ul style="list-style-type: none"> <li>• Knowledgeable in issues relating to domestic and family violence, child welfare, juvenile justice, or juvenile/family law</li> <li>• Demonstrated ability to quickly synthesize complex information</li> <li>• Public speaking and presentation skills</li> <li>• Knowledgeable in virtual training and meeting technology</li> <li>• Ability to exercise a high level of independent decision-making and judgement</li> <li>• Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2016 (Word, Access, Excel, PowerPoint), Adobe Professional, and database systems</li> <li>• Knowledge of Adobe Connect, Zoom, and Microsoft Teams preferred</li> <li>• Ability to manage electronic and hard files and maintain records in accordance with federal and internal grant compliance guidelines, policies, and practices</li> <li>• Ability to multi-task, coordinate and prioritize competing deadlines, including maintaining multiple calendars and utilizing time management and organizational and logistical planning skills</li> <li>• Flexibility, including the ability to adapt to dynamic environments and to work with diverse populations and personalities, while also exhibiting a comfort level with ambiguity and complexity</li> <li>• Excellent, effective communication skills, both verbally and in writing, with an emphasis on grammar, spelling, and syntax and presentation/facilitation skills</li> <li>• Open to continuous learning and professional improvement, including providing and receiving constructive feedback</li> </ul>

## JOB DESCRIPTION PROJECT COORDINATOR

	<ul style="list-style-type: none"> <li>• Ability to work independently with minimal supervision and to work well as part of a team of diverse, experienced, and dedicated professionals and experts</li> <li>• Demonstrate superior analytical and problem-solving skills</li> <li>• Motivated and committed to advancing programmatic and NCJFCJ goals and objectives</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, is 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.*