



## **POSITION ANNOUNCEMENT**

### **Reno, NV**

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

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

**Application Deadline: April 15, 2023**

**Starting Salary Range: \$75,000 - \$110,000 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 **Senior Program Attorney** for its **Child Welfare and Juvenile Law** 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 **Senior Program Attorney** to join the Child Welfare and Juvenile Law (CWJL) program's multidisciplinary and highly dedicated team. This multidisciplinary, highly dedicated team is seeking a motivated professional knowledgeable and experienced in child welfare, juvenile justice, and family law with demonstrated expertise in relevant specialized areas. This position will work extensively on the CWJL's education curriculum development across judicial engagement and education projects including comprehensive technical assistance to judges. A passion for working in a non-profit, grant-funded environment is preferred, along with the ability to travel frequently.

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

- Adult learning techniques and curriculum development
- Experience with domestic violence in various legal contexts
- Grant writing
- Project management
- Legal research and writing

***The ideal candidate for Senior Program Attorney will possess the following attributes:***

- Juris Doctorate from an accredited law school
- Five years of experience in child welfare law, public law, tribal law, juvenile justice, or a related field
- Strong presentation skills
- Strong, effective communication skills, with emphasis on public policy and juvenile/child welfare law

**The Senior Program Attorney 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**
- **Writing Sample**

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



# NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

## ***PROGRAM ATTORNEY, SENIOR***

<b>Job Data</b>	<b>Pay Grade:</b> PRO4 <b>FLSA Status:</b> Exempt <b>Reports To:</b> Program Director, Director <b>Date:</b> March 1, 2023
<b>Job Summary</b>	<p>The Program Attorney, Senior will provide leadership around the development of legal perspective and legal research on family, juvenile justice, and tribal law issues. Responsible for the content of publications as directed and oversee the creation of legal snapshots of current case law for public consumption and dissemination to members as needed. Demonstrate successful grant writing, initiation, organization, and follow-through of logistical aspects of adult education training. Provide leadership, in conjunction with management team, to leverage project findings for creating new or enhanced development initiatives. Serve as liaison of the organization with respect to legal technical assistance requests. Heavy emphasis on effective writing and speaking ability. May oversee the work of others as needed.</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>• Timely fulfillment of grant obligations</li> <li>• Keep abreast of and review current legislation and case law in family law, juvenile justice, and tribal law</li> <li>• Serve as project manager on legal analysis and research projects</li> <li>• Provide leadership, support, training, and mentoring to new project managers and other staff</li> <li>• Create and manage process for gathering and understanding legislation and case law findings impacting the organization's business and project areas</li> <li>• Work with management team to leverage project findings for development purposes</li> <li>• Demonstrate leadership in contributing to the organization's research agenda</li> </ul>

## JOB DESCRIPTION PROGRAM ATTORNEY, SENIOR

	<ul style="list-style-type: none"> <li>• Generate written reports, articles, and briefs</li> <li>• Provide technical support for and conduct presentations, workshops, meetings, and trainings</li> <li>• Oversee work of others as appropriate</li> <li>• Other duties as assigned*</li> </ul>
<b>Education and Work Experience</b>	<ul style="list-style-type: none"> <li>• Juris Doctorate from an accredited law school</li> <li>• Five years' experience in a juvenile justice, family law, public law, tribal law, or related field, or</li> <li>• Equivalent combination of training, education, and experience in a relevant field</li> <li>• Experience and background in adult education preferred</li> <li>• Experience in management or organizational leadership roles, including supervision of professional staff</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>• Expertise in family law, juvenile justice, or tribal law legal systems</li> <li>• Expert knowledge of federal grants and grant writing</li> <li>• Strong presentation skills</li> <li>• Proficiency with legal research techniques</li> <li>• Knowledgeable in the principles of adult education</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, Internet research (Lexis Nexis, Westlaw), and 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, law, and the social aspects of juvenile justice 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>• Extensive 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.*