



POSITION ANNOUNCEMENT

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

**Assistant Director
Family Violence and Domestic Relations**

Application Deadline: October 13, 2026

**Starting Salary Range: \$80,000.00 - \$130,000.00 per annum, DOE
FLSA Status: Exempt**

[Click here to apply!](#)

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking an **Assistant Director** for the Family Violence and Domestic Relations program to build on the exceptional 89-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 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 Family Violence and Domestic Relations' multi-disciplinary and highly dedicated team focuses its work on improving the way courts, law enforcement agencies, and others respond to family violence while recognizing the legal, cultural, and psychological dynamics involved with the ultimate goal of improving the lives of domestic violence victims and their children.

Under the supervision of the Director, the **Assistant Director** will assist in the day-to-day operation of the department. Primary responsibilities include but are not limited to: supervising management, professional, and administrative staff and/or supervising and contributing to multiple projects, personnel, and budgets; initiating, organizing and following projects through to completion; providing guidance and expertise on training, technical assistance, curricula development, and policy development; representing the department in a leadership capacity on a national level; and serving as a liaison with other national and related organizations. Additionally, this position will write, teach, provide technical assistance, and

develop meetings, curricula, and grant proposals designed to advance the state of the art in practice. This position includes supervisory duties.

The key desirable and preferred requirements for this position include:

- Degree from an accredited four-year college or university; advanced degree preferred
- Four years of experience in the area of Family Violence and Domestic Relations 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

We are proud to invest in you and offer these special benefits to our team members:

- 13 paid holidays
- 403(b) retirement savings plan, with a 4% employer match
- Comprehensive insurance coverage, including medical, dental, and vision with 75% of the employee's premium paid by the NCJFCJ
- Term life insurance provided by NCJFCJ
- Strategic flexibility allowing for work/life balance
- 10 hours of annual leave per month/8 hours of sick leave per month
- Adjunct faculty status with the University of Nevada, Reno
- Education stipend/professional development opportunities
- Career longevity incentives (e.g., service awards and a deferred compensation plan)

FOR FULL CONSIDERATION, applicants must submit the following no later than October 13, 2026:

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

[Click here to apply!](#)

~ NCJFCJ is proud to be an Equal Opportunity Employer ~