



POSITION ANNOUNCEMENT Reno, NV

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

Program Director Program Development and Judicial Engagement

Application Deadline: January 18, 2019
Starting Salary Range: \$95,000 – \$105,000 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, with an east coast office in Pittsburgh, Pennsylvania. The NCJFCJ is currently seeking applications to fill the position of **Program Director, Program Development and Judicial Engagement** to build on the exceptional 81 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 **Program Director** is an integral part of the Family Violence and Domestic Relations and NCJFCJ Team, and will be responsible for day-to-day operations of the programs assigned.

Responsibilities for this position include:

- Delegate work assignments, allocate resources, and provide leadership to ensure management priorities and objectives are met.
- Establish and maintain accurate and complete records of project materials
- Track and monitor compliance of grant requirement and budgets
- Gather, evaluate, and report data for special projects as requested.
- Establish and maintain effective procedures for administration of program
- Effective supervision of subordinate staff

The key desirable and preferred requirements for this position include:

- Undergraduate degree from an accredited (advanced degree preferred)
 - Minimum six years progressively responsible professional or leadership experience
- or**
- Equivalent combination of training, education, and experience in a relevant field
 - Exceptional written and verbal skills with ability to communicate effectively at all levels of the organization with strong attention to detail
 - Passion or preference for working in a non-profit or grant-funded environment

A complete job description for this position is attached.

The Program Director, Program Development and Judicial Engagement 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 NCJFCJ's current 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.

The successful candidate for this position must be able to reside in the Reno, Nevada area. Please note, the NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

FOR FULL CONSIDERATION, applicants must submit the following no later than January 18, 2019:

- Tailored Letter of Interest
- Résumé or CV
- NCJFCJ Application form, and
- Writing Sample (not to exceed 10 pages)

Submission by email, in MS Word or PDF format, is preferred. Please direct all of the required application materials to: hr@ncjfcj.org

Hard Copy:

National Council of Juvenile and Family Court Judges
Attention: Human Resources Department
P.O. Box 8970
Reno, NV 89507

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

PROGRAM DIRECTOR

<i>Job Data</i>	Pay Grade: LDR1 FLSA Status: Exempt Reports To: Chief Officer Date: March 15, 2014
<i>Job Summary</i>	Manage and direct day-to-day operation of program; gather, evaluate, and report data for special projects as requested; establish and maintain accurate and complete records of project materials; initiate, organize, and follow projects through to completion. Establish and maintain effective procedures for administration of program. Effective supervision of subordinate staff.
<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 the 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 successfully perform the responsibilities and duties of this position.</p>	
<i>Essential Functions Required</i>	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Delegate work assignments, allocate resources, and provide leadership to ensure management priorities and objectives are met • Manage, organize, and oversee day-to-day operation of program with emphasis on smooth functioning of same • Establish and maintain accurate and complete records of project materials • Track and monitor compliance of grant requirements and budgets • Direct supervision of multiple projects, personnel, and budgets • Other duties as assigned*
<i>Education and Work Experience</i>	<ul style="list-style-type: none"> • Undergraduate degree from an accredited university (advance degree preferred) • Six years progressively responsible professional or leadership experience, or • Equivalent combination of training, education, and experience in a relevant field • Passion or preference for working in a nonprofit or grant-funded environment

JOB DESCRIPTION PROGRAM DIRECTOR

<p><i>Knowledge, Skills and Abilities</i></p>	<ul style="list-style-type: none"> • Knowledge and expertise in assigned department or program area with ability to communicate the same • Ability to gather, evaluate, analyze, and report data as required • Ability to initiate, organize, and follow tasks, research, and projects through to completion • Demonstrated ability in successful grant writing • Demonstrated command of principles of adult education • Adept at initiating, organizing, and managing adult education seminars • Ability to manage computer-related technological aspects of assigned project(s) • Ability to develop information materials and brochures pertaining to areas of expertise • Supervisory and leadership skills • Ability to monitor financial aspects of multiple grants and projects • 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 system, design, and/or research programs • Ability to manage files and maintain records in compliance with recordkeeping policies • Ability to learn terminology and follow policies and procedures related to specific program or project assigned • Strong, effective communication skills, both verbally and in writing, with emphasis on public policy and legal/social aspects of juvenile justice and/or family law • Knowledge of proper telephone and email practices and etiquette
<p><i>Supervisory Responsibilities</i></p>	<p><i>Supervision of professional and support staff assigned to department or program requires effective leadership, team building, and staff motivation skills and includes:</i></p> <ul style="list-style-type: none"> • Hire new staff utilizing organization's talent acquisition guidelines (TAG) • Orient and train new staff • Assign, delegate, and oversee work duties • Evaluate performance through continuous feedback and utilizing performance management system • Review and approve time records and leave requests in compliance with NCJFCJ timekeeping policies and practices • Help staff address and resolve concerns or complaints • Provide development activities to staff through mentoring, motivation, coaching, and counseling • Establish and maintain effective team through team building activities • Address performance problems through corrective action and disciplinary process • Familiarity with all NCJFCJ policies • Basic knowledge or familiarity with federal and state employment law and regulations
<p><i>Physical Demands</i></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><i>Work Environment</i></p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office • Evening, weekend, holiday, and overtime work required • Frequent travel, locally and nationally, required

JOB DESCRIPTION PROGRAM DIRECTOR

**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.*