



## **POSITION ANNOUNCEMENT**

### **Reno, NV**

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

### **Project Coordinator** **Child Welfare and Juvenile Law**

Application Deadline: September 26, 2024

[Click here to apply!](#)

**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 **Child Welfare and Juvenile Law** program to build on the exceptional 87-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 Child Welfare and Juvenile Law (CWJL) 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 child welfare and family law
- Knowledgeable about virtual training and meeting technology
- Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office (Word, Access, Excel, PowerPoint), Adobe Professional, Qualtrics, and database systems
- Knowledge of Zoom 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.

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)

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 September 26, 2024:**

- Tailored Letter of Interest
- Résumé or CV

[\*\*Click here to apply!\*\*](#)

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