



POSITION ANNOUNCEMENT Reno, NV

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

Program Manager Child Welfare and Juvenile Law

Application Deadline: October 18, 2024

**Starting Salary Range: \$62,000 - \$74,000 per annum, DOE
FLSA Status: Exempt**

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The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization headquartered in Reno, NV, is seeking a **Program Manager** for the **Child Welfare and Juvenile Law** program to build on the exceptional 87-plus 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. NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

The Child Welfare and Juvenile Law's multi-disciplinary and highly dedicated team focuses its work on helping judges improve court and systems' handling of child abuse and neglect and juvenile justice cases.

The **Program Manager** position is responsible for management of Child Welfare and Juvenile Law grant programs, as assigned. This position will coordinate programs; prepare reports; communicate with grant monitors and leadership; oversee budgets and contracts; ensure completion of grant obligations including training, publications, research, webinars, meetings, curricula, and technical assistance; and coordinate deliverables with staff, federal and national partners, and subject matter experts. The Program Manager may oversee the work of other program staff.

The key desirable and preferred requirements for this position include:

- Undergraduate degree from an accredited four-year college or university; advanced degree preferred
- Three years of experience working in the area of child welfare or the juvenile justice system preferred
- Ability to help develop, manage, and track compliance of grant deliverables/budgets
- Experience coordinating with staff, program partners, and consultants in developing and implementing programs and curriculum for adult learners
- Skilled at delivering prompt and friendly customer service to judges, attorneys, federal and national partners, subject matter experts, and staff, including NCJFCJ leadership and Board
- Familiarity with updating publications and providing technical assistance for workshops and training sessions in a timely and efficient manner
- Strong PC-based computer skills
- Familiarity with virtual learning platforms, including Zoom
- 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

This full-time Program Manager 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.

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 October 18, 2024.

- Tailored Letter of Interest
- Résumé or CV
- Writing Sample

[Click here to apply!](#)

~ NCJFCJ is proud to be an Equal Opportunity Employer ~