The National Institute for Criminal Justice Reform (NICJR) is excited to hire a qualified, passionate, effective Violence Reduction Program Coordinator to join our team.

Organizational Overview
NICJR works to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of organizations that serve these individuals. NICJR provides technical assistance, training, consultation, research, organizational development, and advocacy in the fields of juvenile and criminal justice, youth development, and violence prevention. NICJR works with an array of organizations, including government agencies, philanthropic foundations, and nonprofit organizations.

NICJR Violence Reduction Program (VRP) Coordinator Job Description
The VRP Coordinator will work directly with the Executive Director, Violence Reduction Program Manager, and NICJR National Partner, as well as other staff, with the coordination, communication, and delivery of violence reduction coaching and technical assistance to jurisdictions and community-based organizations (CBOs). The VRP Coordinator will coordinate projects, follow up on communication, help manage grant and contract deliverables, as well as conduct some research, collect data, and draft specific components of reports. The VRP Coordinator will also provide support and assistance to the member cities of the National Offices of Violence Prevention Network. A successful Violence Reduction Program Coordinator candidate will have knowledge and experience in effective training and/or technical assistance delivery, project management, and some knowledge of violence reduction strategies.

General Responsibilities:
● Support the VRP Managers with the delivery of violence reduction coaching and technical assistance to jurisdictions and CBOs.
● Facilitate Life Coaching; Violence Intervention; Positive Youth Development; Healthy, Wealthy, and Wise; and other trainings.
● Travel to contracted sites across the country as needed to support on-the-ground violence reduction TTA.
● Effectively and timely communicate and follow-up with jurisdictions and CBOs that NICJR is supporting to develop violence reduction strategies.
● Support the VPR Managers with managing TTA deliverable development in jurisdictions NICJR is supporting.
● Coordinate projects and initiatives of the violence reduction team, often with local government agencies, CBOs, or other stakeholders.
● Participate in meetings, presentations, convenings, and conferences across the country.
● Draft and otherwise support the development of reports on violence reduction.
Required Skills:
- Demonstrated ability to effectively manage multiple projects
- Well organized
- Strong presentation and verbal communication skills
- Strong writing abilities
- Adept in technology/software: Microsoft Office, Google Suite, and various database systems
- Can work well independently and in teams
- Detail oriented
- Comfortable working remotely

Qualifications:
- Bachelor’s degree or no less than five years working in the field in a similar position
- At least two years relevant experience
- Passionate about violence reduction
- Knowledgeable about effective violence reduction strategies, criminal justice reform and youth development
- Knowledgeable of project management and administrative platforms and tools
- Formerly incarcerated and directly impacted individuals encouraged to apply

Time and Compensation:
This is a full-time, remote position. Attendance at quarterly, in-person team meetings, which may take place outside of the Bay Area, is required. A competitive compensation and benefits package will be provided to the selected candidate. The starting salary range is $75,000-$95,000.

Apply:
Please send a cover letter and resume to info@nicjr.org with “VRP Coordinator” in the subject line.