Organizational Overview
The National Institute for Criminal Justice Reform (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 reduction. NICJR works with an array of government agencies, philanthropic foundations, and nonprofit organizations.

Violence Reduction Administrative Coordinator Position Description
The Violence Reduction Administrative Coordinator will work directly with the Director of the National Offices of Violence Prevention Network (NOVPN), other staff, and NICJR national partners to organize, coordinate, follow up on, and support project management for the National OVP Network as well as NICJR violence reduction trainings and technical assistance. The Administrative Coordinator will provide support and assistance to the member cities of the National Offices of Violence Prevention Network.

General Responsibilities:
- Work closely and effectively with the Director of NOVPN to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Complete a broad variety of administrative tasks, including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Maintaining awareness and having a sense for the issues taking place within the violence reduction field and keeping the NICJR Leadership Team updated
- Coordinate communication, support, technical assistance and training engagements, and follow-up with jurisdictions NICJR is supporting to develop OVPs and/or comprehensive violence reduction strategies
- Assist with managing grant and contract deliverables in jurisdictions NICJR is supporting to develop comprehensive violence reduction strategies
- Coordinate projects and initiatives, often with local government agencies or other stakeholders
- Participate in meetings, presentations, and trainings, including taking notes and reporting out to the NICJR team
- Conduct some research and write draft reports on violence reduction
- Follow up on contacts and support the cultivation of ongoing relationships
● Edit and complete first drafts for written communications to external stakeholders
● Facilitate cross-functional coordination of travel and engagement plans
● Prioritize conflicting needs; handle matters expeditiously and proactively; and follow through on projects to successful completion, often with deadline pressures

Required Skills:
● Strong administrative, analytical, and organizational skills with demonstrated attention to detail
● Demonstrated success and flexibility working in a complex, fast-paced environment
● Very strong project management skills and abilities; demonstrated ability to manage multiple simultaneous projects
● Strong presentation and verbal communication skills
● Ability to identify and then flexibly and creatively solve problems based on logical consideration of alternatives and with a results-oriented focus
● High level of proficiency in Slack, Visio, MSOffice products, and database systems
● Ability to work independently and to proactively take the lead on tasks with minimal direction
● Comfortable working remotely
● Effective communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships with individuals at all levels of the organization and external partners
● Exceptional organizational awareness and the ability to analyze and brief senior leaders
● Consistent ability to exercise sound judgment and discretion
● Ability to establish and maintain effective working relationships with jurisdictional officials, business groups, and members of the public

Qualifications:
● Bachelor's degree in Business Administration, Public Administration, or related field required. Degree requirement can be waived by more than five years of experience in the violence reduction field.
● At least 5 years of experience providing administrative and project management support
● Extensive knowledge of computer applications and administrative operations
● Knowledgeable of project management and administrative platforms and tools
● Previous experience in government or public sector preferred
● Preferably, knowledgeable about effective violence reduction strategies, criminal justice reform, and youth development
● Formerly incarcerated and directly impacted individuals encouraged to apply

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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 PDF copy of your resume and cover letter to info@nicjr.org with the subject line “Violence Reduction Administrative Coordinator” and your first and last name.