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.

Position Summary:
The NOVPN Coordinator will work directly with the NOVPN Director and other team members to organize, coordinate, follow up, and support project management for NICJR violence reduction trainings and technical assistance. The NOVPN Coordinator will coordinate and help project manage NICJR’s violence reduction initiatives. The NOVPN Coordinator will also provide support and assistance to the member cities of the National Offices of Violence Prevention Network. The NOVPN Coordinator will coordinate projects, follow up on communication, assist with the management of grant and contract deliverables, coordinate team members (including travel coordination), as well as conduct some research, event plan, write draft reports, and collect data. A successful NOVPN Coordinator candidate must have knowledge and experience in effective project management, administrative skills, logistics management, and preferably, some knowledge of violence reduction strategies.

General Responsibilities:
- Coordinate communication, scheduling, travel arrangements, technical assistance and training, and follow-up with jurisdictions NICJR is supporting to develop and support Offices of Violence Prevention.
- Develop standard operating procedures for NOVPN member engagement.
- Co-create data management system for NOVPN membership.
- Maintain NOVPN member data to ensure accuracy and relevance.
- Identify and cultivate NOVPN Ambassadors.
- Assist with the management of grant and contract deliverables in jurisdictions NICJR is supporting office development, implementation, and sustainability.
- 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.
- Curate events and manage logistics for NOVPN virtual, regional, and national convenings.
- Travel to cities throughout the country for onsite logistical management.

Required Qualifications and Skills:
- Bachelor’s degree or no less than five years working in the field in a similar position
• At least two years of relevant experience
• Passionate about violence reduction
• Preferably, knowledgeable about effective violence reduction strategies, criminal justice reform, and youth development
• Excellent project management skills and demonstrated ability to manage multiple projects
• Strong administrative skills
• Proven logistics management skills
• Strong presentation and verbal communication skills
• Proficient writing abilities
• Knowledgeable of project management and administrative platforms and tools
• Adept in technology/software: Microsoft Office, especially PowerPoint, Excel, and database systems
• Well organized
• Detail oriented
• Comfortable working remotely as well as collaboratively in teams

**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 as separate attachments to info@nicjr.org with “NOVPN Coordinator” in the subject line. Formerly incarcerated and directly impacted individuals are encouraged to apply.

*NICJR is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.*