

## Job Opening: Program Manager

The National Criminal Justice Association (NCJA) currently has an opening for a Program Manager. This person is responsible for managing the National State Policymakers Training and Technical Assistance (TTA) program to ensure it achieves its goals and it meets the needs of criminal justice practitioners and policymakers. The Program Manager reports directly to the NCJA Executive Director and works collaboratively as a member of a high functioning professional team through the NCJA Center for Justice Planning (NCJP).

### Responsibilities include:

- Developing and executing work plans to accomplish assigned project goals and objectives;
- Supporting the work of assigned NCJP staff and contractors to complete project deliverables in a timely manner;
- Serving as the primary support staff to the National TTA Program Team; scheduling meetings, monitoring and tracking activities and tasks.
- Organizing and participating in national and regional meetings and convenings.
- Maintaining liaison with funding authorities, practitioners and decision makers to ensure applicability of program activities and deliverables;
- Maintaining a knowledge base of policies, practices, and research relevant to program activities;
- Providing briefings on program findings and activities to management and the National Program TTA Team, high level officials in federal, state, local and tribal government.
- Developing innovative and strategic means of delivering information to policymakers and practitioners;
- Complying with all reporting requirements as established by funding authorities and NCJA Executive Director;
- Drafting publications and informational materials, contributing to content and hosting of educational webinars, and capturing program deliverables and outcomes to contribute to the shared knowledge base.

### Requirements

- Experience in managing programs delivering high quality service to government decision and policymakers;
- Extensive knowledge of criminal justice policy and practice or other area of related expertise;
- Demonstrated problem solving and analytical skills;
- Excellent oral and written communication skills;
- Skill at quickly acquiring and maintaining sound knowledge of multiple organizations, programs, and project stakeholders.
- Ability to manage multiple projects and meet deadlines;
- Ability to interact and maintain good working relationships with officials at all levels of government, as well as criminal justice policymakers and practitioners;



- Ability to complete tasks and projects with a minimum of supervision;
- Ability to participate in a high functioning professional team requiring flexibility and collaboration;
- Ability to travel extensively;
- Master's degree (or commensurate experience) in criminal justice or related field;
- Post graduate certification in related professional discipline is encouraged.

To apply, please send a resume and cover letter to Chris Asplen, Executive Director, at [casplen@ncja.org](mailto:casplen@ncja.org).