



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

About ICJIA

The Illinois Criminal Justice Information Authority is a state agency charged with conducting criminal justice research, grant planning and administration, and development of technology to help create a more effective justice system and improve public safety outcomes.

Job description

The position consists of a half-time (average of 20 hours per week) staff to be Arrest Grant Project Coordinator. The Illinois Family Violence Coordinating Council (IFVCC) Arrest Grant Project Coordinator reports to the Program Director of the Illinois Family Violence Coordinating Councils. This position is temporary ending on September 30, 2017.

Specific responsibilities include:

- Functioning as part of a team that updates the Office of Violence Against Women (OVW) Grant to Encourage Arrest and Enforcement of Protective Orders (Arrest Grant) Protocols;
- Serve on and staff OVW Arrest Grant Advisory Committee;
- Serve on and staff the OVW Arrest Evaluation Workgroup;
- Serve on and staff the OVW Military and Family Violence Workgroup;
- Serve on and staff the OVW Disabilities Committee;
- Serve on and staff the OVW Arrest Protocol Update Workgroup;
- Provide technical assistance to Local Council Coordinators on building training teams, organizing Circuit-wide committees, and facilitating the implementation and monitoring of protocols, mini-toolkits and other IFVCC resources; provide technical assistance to Local Council Coordinators on facilitating the evaluation of the training and implementation of protocols and mini-toolkits;
- Contribute to development and implementation of online training for protocols;
- Provide administrative assistance, including note-taking, preparing minutes and scheduling meetings, for all OVW Arrest Grant committees and workgroups.

Requirements:

- Bachelor's degree in social service, criminal justice or related field;
- Experience in family violence or related field in the areas of program development and delivery;
- Experience in grants management, federal grants preferred;
- Competencies and skills associated with providing leadership,
- Skilled in technical assistance, training, information/resource sharing;
- Proficient in Microsoft Word, Excel and PowerPoint;
- Exceptional interpersonal skills;
- Excellent verbal and written skills;
- Willingness and ability to travel.

Position located in Springfield at ICJIA/IFVCC office (607 W. Adams Street, Suite 906).

To apply:

Please submit resume, and cover letter to:



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Application process closes on December 9, 2016.