**Position:** Criminal Justice Project Coordinator

**Responsible to:** Director of Legal and Policy

**Primary Responsibilities:** Staff the Improving Criminal Justice Responses to Sexual Assault Domestic Violence, Dating Violence, and Stalking Grant Program (Improving Criminal Justice Responses Program). The Improving Criminal Justice Responses Program includes working with identified communities in need of improving responses to victims of sexual assault and domestic violence, training of advocates and criminal justice system professionals, developing standardized curricula, and drafting protocols and best practice standards for law enforcement and other criminal justice system professionals on the issues of sexual assault, domestic violence, and enforcement of protection orders.

**Specific Duties:**

* Work with Improving Criminal Justice Responses Program grant partners in establishing the necessary components for project implementation and oversight, including working with the Governor’s Project Assistant to staff Advisory Council meetings, as needed.
* Meet with and assist Advisory Council subcommittees with assigned projects.
* Assist project staff and subcommittee members in developing policies, protocols, and training curricula for community-based advocates, system-based advocates, law enforcement officers and agencies, parole officers, court services officers, community corrections officers, and communication specialists.
* Assist project staff and subcommittee members in gathering and evaluating training curricula on best practices for law enforcement, parole, community-based and systems-based advocates, and communication specialists on sexual assault and domestic violence cases and scheduling training sessions as needed.
* Assist project staff and subcommittee members in gathering and evaluating information and training on the use and enforcement of protection orders.
* Assist project staff and subcommittee members in developing criminal justice best practices and training curricula for sexual and domestic violence advocates.
* Assist project staff in conducting training and cross-training for community-based advocates, system-based advocates, law enforcement officers, parole officers, court services officers, community corrections officers, and communication specialists.
* Complete other duties as assigned.

**Additional Benefits**: Health, dental, life, and short-term and long-term disability insurance, Section 125 mini-flex plan, and retirement fund contribution.

**Employment Status:** Full-time, exempt

**Knowledge, Skills & Abilities Needed:** Legal training or experience with law enforcement work is a plus. Knowledge of protection orders and criminal justice system issues involved in enforcement and prosecution of Kansas domestic violence laws. Previous background in domestic violence and sexual assault advocacy required. Proven writing and speaking ability. Demonstrated ability to collaborate and coordinate a diverse panel of project partners. Demonstrated ability to maintain confidentiality. Ability to travel and have own means of transportation. Must be able to lift and carry 20-30 lbs.