



POSITION ANNOUNCEMENT Reno, NV

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Outreach and Engagement Coordinator (full-time) Communications and Membership Services

Application Deadline: June 7, 2019

Salary Range: \$20.19 – \$25.96 per hour, DOE
FLSA Status: Non-Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization is seeking applications to fill the position of **Outreach and Engagement Coordinator in Reno, NV**. This position will build on the NCJFCJ's exceptional 80-plus year record of improving courts and systems' practice and raising awareness of the core issues that touch the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. NCJFCJ values staff who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ staff work collaboratively in a team setting to achieve this mission.

This full-time Outreach and Engagement Coordinator position is located in Reno, Nevada. With a population of over 235,000, Reno is the largest city in Northern Nevada. It is nestled on the eastern slope of the Sierra Nevada Mountains and provides unlimited indoor and outdoor recreational activities. Spectacular Lake Tahoe and the world's largest concentration of ski facilities are all within a fifty-mile radius. Biking, camping, hunting, fishing and mountain climbing are all activities Reno residents and visitors enjoy. For more information please visit <https://www.washoecounty.us/>.

The selected candidate will support the Communications Manager and the Government Relations and Membership Associate working on NCJFCJ's membership and public relations needs. This position is growing and evolving, and the successful candidate would be instrumental in laying the framework for an exciting and rewarding opportunity.

The successful candidate for the **Outreach and Engagement Coordinator** position will provide high-level administrative support and perform tasks including:

- Coordinate communications for targeted campaigns and events
- Draft communication materials such as email marketing and press releases

- Coordinate targeted communications for public awareness and engagement with stakeholders
- Implement and execute strategies intended to recruit and retain members
- Draft and maintain social media content
- Assist with NCJFCJ Website maintenance and updates

Strong emphasis is placed on experience and skills in:

- Administrative work and customer service
- Attention to detail and ability to prioritize
- Interpersonal skills and professional demeanor
- Organizational abilities and time management skills
- Flexibility, initiative, following directions, and teamwork
- Computer/software, advanced skills preferred in Microsoft Office Suite, database software, Gmail applications, etc.
- Knowledge of technology such as Adobe Creative (Photoshop, Illustrator, InDesign)
- Knowledge of Social Media platforms such as Twitter, Facebook, Instagram, Snapchat, and Hootsuite a plus.

For more information regarding the work experience, educational requirements and essential job functions, please refer to the **Outreach and Engagement Coordinator** job description attached.

The successful candidate for this position must be able to travel to and relocate to Reno, Nevada. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following no later than FRIDAY, JUNE 7, 2019:

- Tailored Letter of Interest,
- Résumé or CV,
- Completed NCJFCJ Application
- Writing sample (press release, article, blog post)

Submission by email in MS Word or PDF format is preferred. Please direct all of the required application materials to: hr@ncjfcj.org

Hard Copy:

National Council of Juvenile and Family Court Judges
 Attention: Human Resources Department
 P.O. Box 8970
 Reno, NV 89507

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

OUTREACH AND ENGAGEMENT COORDINATOR

Job Data	Pay Grade: AOS4 FLSA Status: Non-Exempt Reports to: Communications Manager Date: March 22, 2019
Job Summary	<p>The Outreach and Engagement Coordinator will assist in development and support of NCJFCJ's membership and outreach programs. This includes coordinating NCJFCJ events, coordinating with the Government Relations and Membership Associate, and with Board and staff members on strategies to extend our reach and attract new members. The Outreach and Engagement Coordinator will carry out a wide range of duties including data management, correspondence, event planning, and have direct contact with the NCJFCJ Board, Members, and potential members. The Outreach and Engagement Coordinator position requires initiative, discretion, strong social media and marketing skills, database management, customer service skills, and the ability to make judgements and recommendations to ensure smooth day-to-day engagements.</p>
<p><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p><i>Essential functions and responsibilities may include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> • Collaborate regularly with the Communications Manager and the Government Relations & Membership Associate to coordinate communications for both stewardship updates and targeted campaigns for the purpose of event support. • Draft communication materials (including outreach emails and press releases) for the general public, coalitions, partner agencies, the press and other stakeholders. • Coordinate targeted communications for the purpose of public awareness and engagement with stakeholders.

JOB DESCRIPTION
MEMBERSHIP AND OUTREACH COORDINATOR

	<ul style="list-style-type: none"> • Coordinate with Administration on gift acknowledgement letters. • Provide staff support for Board of Directors and Committee Meetings in the area of communications and membership. • Work collaboratively with Communications Manager to respond to communications, member requests, and general inquiries as needed. • Implement strategies intended to recruit and retain members. • Assist in the development of various promotional materials (electronic and printed). • Prepare e-newsletters. • Draft social media content and monitor social platforms, including updating internal tracking tools and generating reports on reach and impact. • Assist with creation of visual collateral for events, social media, and the website. • Use social media in creative ways to expand NCJFCJ’s reach and support. • Identify new opportunities for membership drives or campaigns. • Contribute content for the development of membership related materials in electronic and print media, the web, and social media. • Assist with the NCJFCJ website updates and maintenance. Ensure that new and consistent information (article links, stories, and events) is posted regularly. • Prepare materials for distribution at various outreach events and maintain internal inventory of these materials. • Other duties as assigned.*
<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Bachelors in Journalism, marketing or a related field. • Three years of relevant work experience, preferably at a non-profit organization, • Background in marketing, communications, and social media, • Experience with Wordpress and email marketing services, • Experience running social media campaigns on various platforms (Facebook, Twitter and Instagram preferred), • Graphic design/Adobe Creative experience, preferred • Experience using social media in creative ways to help advance an organization, • Equivalent combination of training, education, and experience in a relevant field.
<p>Knowledge, Skills, and Abilities (“KSAs”)</p>	<ul style="list-style-type: none"> • Knowledge of administrative, clerical, and office procedures and systems, • Excellent and compelling writing skills, including a strong grasp of English grammar, punctuation, copy editing, and proofreading skills, • Strong computer skills, including familiarity with features of MS Office, particularly Excel, PowerPoint, and Word, • Ideal candidates will be proactive, highly creative self-starters who like to problem solve and work collaboratively with a team, • Knowledge of proper telephone and email practices and etiquette
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting up to 50 lbs. (with assistance)<i>The physical demands of this position are representative of those that must be met in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office • Evening, weekend, holiday, and overtime work may be required • Some travel, locally and nationally, may be required

**The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be*

**JOB DESCRIPTION
MEMBERSHIP AND OUTREACH COORDINATOR**

changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment.