



POSITION ANNOUNCEMENT Reno, NV

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

**Planning Specialist
Child Welfare & Juvenile Law**

Application Deadline: June 21, 2019

**Salary Range: \$17.31– \$23.00 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 **Planning Specialist** for the Child Welfare & Juvenile Law program, in Reno NV. This position will build on the 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. For an overview of NCJFCJ's major initiatives, please go to www.ncjfcj.org/about.

The mission of NCJFCJ is to provide all judges, courts, and related agencies 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 Planning Specialist 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 **Planning Specialist** position serves to provide centralized support by standardizing and overseeing processes and logistical management of NCJFCJ's travel, meetings and special events. This includes the coordination and execution of travel, meeting, and event planning. This position also adheres to organizational guidelines, values, and goals while ensuring budget and reporting compliance within funding sources.

Under limited supervision, qualified applicants must be able to effectively perform generally accepted and specialized meeting planning functions.

Strong emphasis is placed on the following experience and abilities:

- Organize meeting planning activities for the Child Welfare & Juvenile Law programs, and other departments and organizations
- Support Travel Desk, as needed, to search flights, hotels, and/or transportation options; and assist staff and non-staff with travel
- Prepare RFP's, search hotel and event venues, review and analyze hotel contracts, review and prepare hotel analyses
- Organize, coordinate, and assist with national conferences and trainings
- Provide financial accounting, track historical data, and support the registrar function
- Provide on-site logistical support, as needed
- Strong organizational, communication, and technical skills
- Computer software programs including Microsoft Word, Excel, Crystal Reports, and database management (MemberSuite database system is a plus)

The ideal candidate for the Planning Specialist position will possess:

- Excellent time management skills
- Ability to make clear and concise decisions
- Superior analytical and problem solving skills
- Excellent written and communication skills with high attention to detail
- Reliability and exemplary professionalism
- Ability to coordinate many programs simultaneously

This position may require travel, locally and out-of-state, along with working occasional evenings, weekends, or holiday. Also, occasional lifting up to 50 pounds (with assistance) may be required.

Candidate interviews may be conducted via the internet. However, the successful candidate for this position must be able to reside in the Reno, Nevada area. The NCJFCJ is not able to provide reimbursement for interview travel or relocation expenses.

The NCJFCJ offers a benefit package that 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 21, 2019

- Tailored Letter of Interest
- Résumé or CV, and
- NCJFCJ Application form

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

PLANNING SPECIALIST

Job Data	Pay Grade: AOS3 FLSA Status: Non-Exempt Reports To: Program Director Date: April 23, 2014
Job Summary	The Planning Specialist is responsible for coordination of all logistical details relevant to conference and meeting planning, and travel and lodging, utilizing initiative, discretion, strong clerical skills, database management, and customer service.
<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/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"> • Plan, coordinate and carry through to completion all logistical details relative to meeting planning and conference coordination including calendaring of events, registration, information tracking, maintaining Travel Authorization Numbers, and organization of events with hotels and vendors • Coordinate staff and faculty travel/lodging arrangements within timeline and policy requirements • Interact with contracted travel agency • Verify travel itineraries • Review and interpret travel agency reports • Maintain program files, event binders, contract files, direct bill applications, and deposits • Create and prepare varied correspondence, reports, or other materials relevant to travel or meeting requirements • Track internal and external approvals and deadlines • Maintain familiarity and compliance with federal guidelines and NCJFCJ policies/protocols • Reconcile invoices • Conduct post-event follow-up • Other duties as assigned*

JOB DESCRIPTION PLANNING SPECIALIST

<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Undergraduate degree preferred • Certified Meeting Planner certificate preferred • Three years of progressively responsible experience in a logistical conference planning or travel environment, or • Equivalent combination of training, education, and experience in a relevant field • Passion and preference for working in a non-profit or grant-funded environment
<p>Knowledge, Skills, and Abilities (“KSAs”)</p>	<ul style="list-style-type: none"> • Knowledge of cost estimating, budgeting, and fiscal management principles • Knowledge of administrative, clerical, and office procedures and systems • Strong PC-based computer skills and proficiency utilizing various software such as Microsoft Office 2007 or 2010 (Word, Access, Excel, PowerPoint), Adobe Professional, database management systems, and design programs • Ability to manage files and maintain records in compliance with recordkeeping policies • Strong, effective communication skills, both verbally and in writing, with emphasis on contractual details • Ability to plan and carry work through to completion, with limited supervision, with accuracy and with strong emphasis on attention to detail • Able to comfortably manage multiple tasks and projects utilizing time management and organization skills • 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) <p><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>
<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 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.***