

## DVCC Job Opening

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Family Justice Center (FJC) Committee Coordinator

Job Description Overview: Deadline to apply July 21, 2008

The FJC Committee Coordinator will manage and oversee the six previously formed FJC work committees toward the common goal of opening a Family Justice Center. This is a part-time consultant position.

A consultant contract will be signed.

This is a grant-funded position with a one-year commitment averaging 60-80 hours a month

Duties;

- Attend all FJC work team/committee meetings
- Maintain a working calendar for each of the six work teams to include:
  - Regularly scheduled FJC committee meetings
  - -Maintain and update each team/team members list including all contact information and email listings
  - -Distribute meeting reminders to committee member in a timely manner
  - -Scribe all minutes of each committee meeting
  - -Disseminate meeting minutes to each work team member after the minutes are approved by the Executive Director
  - -Compile summary reports
- Coordinate rooms and schedule all work team meetings through the DVCC Administrative Assistant
- Facilitate communication among all FJC committees and members
- Maintain and manage the flow of information among all members verbally and through a monthly newsletter
- Communicate regularly with the National Family Justice Center Implementation Team
- Attend all Steering Committee meetings to report work team actions and/or recommendations
- Maintain ongoing communication with the DVCC Executive Director regarding work team actions and/or recommendations

Required Skills / Qualifications:

Desired Skills/Qualifications:

Comfortable with public speaking

Familiarity working with grant-based programs

Excellent problem solving skills

Familiarity with domestic violence issues

Ability to prioritize tasks and meet all deadlines

Familiarity with fundraising

Detail oriented with excellent verbal/ written communications skills

Proficient in Word, Excel, Outlook, Power Point

Strong leadership abilities/ Must be an excellent communicator

Bachelor Degree required (Masters Level degree preferred)

Position reports to:

DVCC Executive Director

DVCC Executive Committee

Compensation:

Starting salary negotiable based on experience, education, and qualifications

Mandatory background check

\*The Domestic Violence Coordinating Council is an Equal Opportunity Employer.

Please forward cover letter and resume to:

Karen L. Hadley

DVCC Ex. Director

8990 W Dodge Rd. Ste. 205

Omaha, NE 68114

Or [dvcc@dvccomaha.org](mailto:dvcc@dvccomaha.org)

## DVCC Job Opening

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The DVCC seeks a Part Time Criminal Justice Systems (CJS) Liaison. Deadline to apply July 21, 2008. The CJS Liaison will be responsible for collecting, maintaining and analyzing County-wide data on domestic violence. This person will also be trained in ArcGIS I (Crime Mapping). Other key components of this position will include strengthening relationships with court personnel through information sharing, and written reports. The DVCC CJS Liaison will work directly with the Domestic Violence units from Omaha Police Department and Douglas County Sheriff's Office through frequent communication, sharing of statistics and case reviews to better coordinate the law enforcement response. This person will also work with prosecutors, probation officers, and victim and offender service providers to determine whether current criminal justice system policies and practices contribute to increased victim safety and offender accountability. The CJS is a court monitoring data and research position whose purpose is to make the criminal justice system more effective, responsive, and accountable in handling cases of violent crime, particularly crimes against women committed by their intimate (present and former) partners. The CJS Coordinator will also create a more informed and involved public by monitoring and gathering data involving cases of domestic violence, orders of protection and compiling statistics related to domestic violence and crime mapping.

### General Job Description:

The DVCC CJS Liaison will develop and manage the DVCC database and maintain positive relationships with court personnel according to policies and guidelines defined by the DVCC. This includes working relationships with county and district court judges. The CJS Liaison is responsible for reporting program data and results to the DVCC members, grants, state and local interested entities, and the public.

### General Responsibilities:

- Data collection, reporting, and dissemination
- Gather statistics for public awareness/education
- Collect and analyze data
- Create and maintain on-going database
- Maintain ARC GIS (Crime Mapping) database
- Establish relationship with criminal justice system officials for training purposes
- Prepare reports for the DVCC and Executive Director
- Report data for grant purposes
- Request program changes in cooperation with the DVCC
- Assist with budget through grant development

### Public Awareness:

- Oversee development and dissemination of quarterly reports and other public relations media
- Maintain positive contacts with the media under the direction of the Executive Director

### Required Skills / Qualifications:

Strong research and data compilation experience/ computer systems knowledge  
Strong leadership abilities  
High level of oral and written communications skills  
Bachelor Degree required (Masters Level degree preferred) with focus on Law, Criminal Justice, Social services, Public Administration

Desired Skills / Qualifications:

Familiarity working with grant-based programs  
Familiarity with local procedures, judiciary and court personnel, law enforcement, attorneys and victims assistance providers  
Familiarity with fundraising Position reports to:  
DVCC Executive Director  
DVCC Executive Committee

Compensation:

Starting salary negotiable based on experience, education, and qualifications  
Mandatory background check

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