

Project Coordinator

\$23,113 / year or higher DOQ + [Partial Benefits](#); 24 hours / week; part-time limited-term position.

James City County's Colonial Community Corrections Division is seeking an individual to perform responsible work coordinating key administrative and financial functions required by the grand award from the United States Department of Justice, Office of Violence Against Women. Grant to Encourage Arrest Polices and Enforcement of Protective Orders Program.

Responsibilities

- Works with grant partners and other stakeholders in the community and surrounding jurisdictions to promote a coordinated response to domestic violence and related crimes against women.
- Coordinates all efforts of the grant project by organizing and facilitating regular meetings between partner organizations.
- Assists in coordinating/establishing protocols and methods for collecting, in-putting, and disseminating data; generates grant-related and efficiency reports.
- Ensures compliance with grant's special conditions.
- Assumes lead responsibilities on the planning of an annual area regional conference focused on crimes against women, including negotiating contracts with hotel staff, consultants/speakers, and others.
- Serves as primary local resource on issues related to domestic violence; provides education and information to grant partners and other agencies at large; acts as central point of contact for all project activities; and, ensures the project, mission, and goals stay on course.

Requirements

- Any combination of education and experience equivalent to a Bachelor's Degree in behavioral sciences or criminal justice, or closely related field; and, experience in writing grants, complying with grant requirements, and producing statistical reports; prior work in the field of domestic violence preferred.
- Must possess or be able to obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of federal grant policies and procedures; and, standard accounting principles and practices.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite
- Ability to display a professional demeanor; ability to adapt, modify and change in accordance with best practices as they are implemented within the agency; plan and organize work; communicate effectively both orally and in writing; establish and maintain effective working relationships.

Accepting applications until 11:59pm EST on 11/08/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>