

**Position Title:**

Project Director for Adult Technical Assistance

**Position Summary:**

The project director is responsible for providing follow-up training and technical assistance to adult drug treatment courts. The project director is also responsible for ensuring that activities are carried out according to established specifications, schedules, and budgets; coordinates interdepartmental functions to minimize delays; meets with program team members regularly to review program status and plan future.

**Specialized Duties:**

* Assist a select number of BJA grantees with meeting the goals of their grants.
* Conduct virtual interviews with a select number of BJA grantees.
* Conduct onsite technical assistance and training with a select number of BJA grantees.
* Serve as a coach for treatment courts to assist them with implementing best practices in their program.
* Develop work plans and time task plans with BJA grantees.
* Responsible for identifying trends with assigned teams.
* Participate in curriculum development meetings.
* Help develop training and technical assistance materials.
* Responsible for managing consultants and budgets for assigned projects.
* Provide training and TA for non-grantees.
* Create and manage a Program Proposal, Budget Narrative, and Time Task Plan.
* Establish a yearly time task plan for each task as outlined in the cooperative agreement.
* Responsible for managing deadlines for finalizing each aspect of all project tasks.
* Facilitate onsite and virtual training on drug treatment court research and best practices.
* Travel to select onsite training programs in connection with this project.

**General Duties:**

* Select and manage staff related to this project.
* Select, assign and manage consultants (i.e., guest speakers and facilitators) related to this project.
* Review technical assistance plans and schedule training opportunities for grantees.
* Assign a staff or consultant to provide training in response to the technical assistance plan.
* Provide onsite or virtual training.
* Schedule training based upon grantees' pressing needs to include operational tune-ups, incentives, and sanctions or specific target sessions from other BJA-approved NADCP curriculum.
* Complete training reports and forward to BJA, assigned faculty, and the jurisdiction within given timeframes
* Co-manage NDCI technical assistance staff
* Co-manage consultants providing training on behalf of NADCP
* Responsible for managing reimbursements of all project expenses.
* Produces final report at the end of the year about the overall effect of the training and technical assistance.

**On-Site Training Post-Training Duties:**

* Contact select jurisdictions via telephone/email within seven business days of teams selected to participate in training to set up an educational conference call with the team.
* During the initial telephone call, explain the training process, the coaching process, and establish timelines for receiving paperwork.
* Ensure that each team coach/facilitator is provided contact information and any paperwork on the jurisdiction to prepare them for the training event before each training.
* Upon completion of the training, the project director will ensure that each team receives a survey to determine the outcome of the onsite training.
* Review all evaluation reports for accuracy and submit to division director and chief of training and research within 30 days of training for approval.

**Skills:**

* Strong and demonstrated project management skills
* Excellent writing skills, presentation and training skills.
* Understanding interdepartmental functions is essential to ensure that program schedules and objectives are met.
* Originality and initiative are important as well as the ability to work under unusual or extreme pressures.
* Superior supervision, management, public speaking, and administration skills
* Capable of handling multiple priorities
* Working knowledge of Microsoft Office Suite required including Word, Excel, PowerPoint, and Access
* Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* Speaking - Talking to others to convey information effectively.
* Time Management - Managing one's own time and the time of others.
* Writing - Communicating effectively in writing as appropriate for the needs of the audience.
* Reading Comprehension - Understanding written sentences and paragraphs in work-related documents.
* Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

**Attributes:**

* Ability to travel both domestically and internationally approximately 50% of the time.
* Energetic, self-motivated, detail-oriented person
* Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
* Speech Clarity - The ability to speak clearly so others can understand you.
* Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
* Written Comprehension - The ability to read and understand information and ideas presented in writing.
* Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
* Originality - The ability to come up with unusual or clever ideas about a given topic or situation or develop creative ways to solve a problem.
* Self-motivation - The ability to maintain motivation to complete tasks and meet deadlines without the need for continuous external pressure.

**Experience and Education:**

* Law Degree or other advanced degree preferred, Bachelor's Degree at a minimum
* At least two years or more work experience as a drug court practitioner, veteran treatment court experience preferred
* Extensive knowledge of criminal/civil justice systems and substance use disorders
* Extensive experience in the development and execution of training programs and technical assistance

Job Type: Full-time

**Please send a resume and cover letter to** **mmoody@allrise.org** **on or before October 13, 2023.**

**Current Operating Status**

Employees of All Rise are currently teleworking full-time. Applicants must have the capability to perform all necessary work functions virtually except in limited circumstances when performing essential work functions require an onsite presence. At its discretion, All Rise may lift or revise its telework status at any time.

**Drug & Alcohol Policy**

As a federal grantee, All Rise has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.  Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any All Rise worksite, while operating any All Rise vehicles, or conducting any All Rise-related activities. Employees must pass a pre-employment drug test as a condition of hire, and must notify All Rise of any alcohol other drug related arrest within five days.  All Rise reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.

**Why All Rise**

All Rise is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, All Rise helps shape America’s conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, All Rise and its divisions— Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and Center for Advancing Justice have hundreds of thousands of professionals whose roles span every intercept point in the American justice system.

Headquartered in Old Town Alexandria, Virginia, All Rise has more than 50 full-time employees enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. All Rise’s generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time (exclusive of the organization’s 11 paid holidays), flexible schedules, teleworking availability, and others. The All Rise office is accessible by Metro rail and bus, offers garage parking and is in walking distance to historic Old Town Alexandria.