**Position Title**

Project director, Treatment Court Institute

**Position Summary**

The project director is responsible for coordinating and collaborating with local jurisdictions and other All Rise divisions to deliver training and/or technical assistance to treatment court professionals. The project director ensures that assigned project activities are carried out in accordance with agency and grant specifications, schedules, and budgets; coordinates interdepartmental functions to minimize delays; and meets with project team members regularly to review project status and plan future project deliverables.

**Specialized Duties**

* Co-create and manage project time and task plans.
* Co-manage meeting deadlines for all project tasks, including project budgets.
* Collaborate with other All Rise staff and the Bureau of Justice Assistance (BJA) to develop training and technical assistance activities for BJA grantees.
* Attend and participate in external conferences and training opportunities to improve and update training curricula to meet the needs of the treatment court field.
* Serve as a coach for a select number of treatment court teams, as appropriate.
* Work with other All Rise project directors to prepare an annual report on the overall effectiveness of the project, including areas for improvement and enhancement.
* Collect and enter project data in required data management systems

**General Duties**

* Select and manage project staff.
* Select, assign, and manage project consultants (i.e., speakers and facilitators).
* Travel to select training programs in connection with this project.
* Oversee and co-facilitate training and/or technical assistance activities.
* Serve as a team lead and master of ceremonies at training events.
* Serve as a presenter on select subjects at training events.
* Oversee and conduct pre- and post-training and/or technical assistance activities to meet the needs of participants and comply with grant requirements.

**Knowledge and Skills**

* Understanding of basic and advanced practices in adult treatment courts, including the 10 Key Components of adult treatment court and the Adult Treatment Court Best Practice Standards.
* Familiarity with trending and emerging topics for adult treatment courts.
* Capable of communicating internally and externally to build relationships among All Rise divisions, state organizations, and partner agencies.
* Administrative and organizational skills to manage multiple detailed tasks and priorities within specified deadlines.
* Extensive knowledge of criminal/civil justice systems and of substance use and mental health related topics.
* Superior supervision, management, and public speaking skills.
* Excellent written and oral communication skills.
* Excellent active listening, critical thinking, and problem-solving skills.
* Working knowledge of Microsoft Office Suite required, including Word, Excel, PowerPoint, and Access.
* Working knowledge of various virtual training platforms (ZOOM, WebEx, Microsoft Teams, etc.)
* Ability to travel both domestically and internationally, approximately 50 percent of the time.

**Experience and Education**

* Juris doctor or other advanced degree preferred; bachelor’s degree required.
* Two or more years of work experience as a treatment court practitioner required.

**Job Type:** Full-time

**Salary:** $90,177.00 annually

To apply, send your resume and cover letter to [personnel@allrise.org](mailto:personnel@allrise.org) by December 1, 2024.