

Community Justice Board Coordinator Position
Special Staff Assistant - Unclassified
Class Code: 7020
Salary: \$15.57 Hourly

SUMMARY:

This appointed position, in the Pima County Attorney's Office, is responsible for the coordination of volunteer board meetings and case management for the Community Justice Board Program (CJB). CJB is a juvenile diversion program that recruits and trains volunteers to work with at-risk youth. This is an unclassified position, not subject to the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES:

- Coordinate and support multiple Community Justice Board meeting locations throughout Pima County
- Manage individual caseload of at-risk juveniles and maintain regular communication with Juvenile Court staff
- Assist families with referrals to outside agencies
- Identify and maintain relationships with community stakeholders and resources
- Train staff on community resources and manage internal database
- Coordinate community event schedule and coverage
- Conduct volunteer orientation and coordinate logistics of volunteer training
- Create training materials appropriate for age and development of youth
- Coordinate volunteer appreciation events and other related activities
- Maintain case records and meeting agendas
- Supervise intern positions and duties
- Assist in other projects of the Community Justice Unit as needed

MINIMUM QUALIFICATONS:

- Bachelor's Degree or equivalent work experience
- Position requires a valid Arizona Driver's License and reliable transportation
- Position requires regular evening hours and occasional weekend work

PREFERRED QUALIFICATIONS:

- Experience working in volunteer management
- Knowledge of the juvenile justice system
- Possess excellent written and oral communication skills
- Possess excellent organization and interpersonal skills
- Experience with Microsoft Word, PowerPoint, Publisher and Excel
- Experience in public speaking and meeting facilitation for both large and small groups
- Knowledge of local community resources for youth and families
- Ability to work independently as well as in a team environment
- Bilingual

HOW TO APPLY:

Please send resume and cover letter to:

***Pima County Attorney's Office
Gabriela Porfirio, Personnel Coordinator
32 N. Stone, 19th Floor
Tucson, Arizona 85701***

Open until filled. First screening will commence on June 13, 2018.