

The American Probation and Parole Association is an international association composed of members from the United States, Canada and other countries actively involved with probation, parole and community-based corrections, in both adult and juvenile sectors. All levels of government including local, state/provincial, legislative, executive, judicial, and federal agencies are counted among its constituents. By taking the initiative, APPA has grown to become the voice for thousands of probation and parole practitioners including line staff, supervisors and administrators. Educators, volunteers and concerned citizens with an interest in criminal and juvenile justice are also among APPA's members. APPA will continue to effectively provide services to its constituents. The association represents a strong, unified voice for the field of community corrections.

The American Probation and Parole Association is an affiliate of The Council of State Governments.

Job Posting: Research Associate/Project Manager

Department: American Probation and Parole Association

FLSA Status: Exempt

Reports To: Deputy Director

Type of Position: Full-time

Location: Lexington, KY

Reporting to This Position: NA

JOB SUMMARY

Manages and/or provides professional services and expertise on grant projects related, but not limited to domestic violence, sexual assault, violence against women and crime victimization issues. Facilitates development and implementation of assigned deliverables germane to grant projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage federal or non-federal grant projects, as assigned.
- Assure project(s) compliance with established requirements (e.g., federal rules and regulations, CSG policy and procedure, etc.)
- Develop and monitor project budgets, as assigned.
- Prepare and submit quarterly, semi-annual, and other progress reports as required by funding agency.
- Conduct literature reviews.
- Develop, administer, analyze and interpret surveys and assessment instruments to gather data needed for product development or project evaluation.
- Facilitate in-person and virtual group meetings (e.g., advisory groups, focus groups, etc.)
- Broker services, as necessary and appropriate, between consultants and agencies.
- Oversee subaward agreements and consultant contracts related to project(s) to which assigned.
- Plan and coordinate training and technical assistance events and activities.
- Develop training curricula.
- Coordinate classroom-based training programs.
- Conduct presentations during workshops, training programs, webinars, etc.
- Coordinate webinars and training programs via distance learning technology, where appropriate.
- Write reports, monographs, articles, bulletins, newsletters, and other publications and resources as necessary.
- Assess training or technical assistance needs through various methods (e.g., request for information, surveys, onsite visits, phone calls, virtual meetings, etc.) of community corrections agencies and develop recommendations and a plan for addressing identified needs.
- Provide onsite technical assistance, when appropriate, and/or broker consultant services for the delivery of technical assistance.
- Provide limited technical assistance to individuals and agencies via phone, email and written

correspondence, as needed.

- Offer direct consultation to the funding agency, as appropriate, on practical issues that community corrections professionals face when working with individuals under supervision.
- Market/disseminate information to the field on the project(s) to which assigned and applicable federal products and initiatives related to enhancing community supervision practices.
- Ensure evaluation of all activities and events.
- Research and develop grant proposals.
- Perform other tasks and assist other project staff as needed and requested by the supervisor or Executive Director.

SKILLS & ABILITIES

- Proficient information gathering and technical writing skills.
- Solid training/presentation skills.
- Proficient in Microsoft Office Products (i.e., Word, PowerPoint, Excel, Outlook).
- Strong problem solving and decision making skills.

EXPERIENCE REQUIREMENTS

- Five years of relevant experience or an equivalent combination of education and experience in domestic violence advocacy programs or service provision and/or community corrections (i.e., probation and parole).
- Grant and/or project management experience.
- Curriculum development experience.

EDUCATION REQUIREMENTS

- Bachelor's degree or post-graduate degree in criminal justice, political science, sociology, psychology, social work, or similar degree program.

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with personnel, internal and external customers, and managers regarding benefit programs, policy information, and during training sessions.
- Frequently views the computer to perform administrative duties such as drafting reports, letters, and documents.
- Frequently remains in a sitting position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally walks throughout office to communicate to employees regarding company policies and standards.
- Seldom lifts objects such as with weight up to 25 pounds such as personnel files or paper boxes.

APPLICATION INSTRUCTIONS

Interested individuals should submit an application that includes a cover letter, resume, and a minimum of 2 references to <http://csg.applicantpro.com>.