**Thomas Jefferson Area Criminal Justice Project Coordinator Position Description**

The Criminal Justice Coordinator is a professional position, which requires a specific knowledge of the local criminal justice system. This position assists in planning, and development of criminal justice programs and services operated within the nine localities served by the Jefferson Area Community Criminal Justice Board (CCJB). Work is performed under the supervision of the Executive Director of the OAR/Jefferson Area Community Corrections, in accordance with the projects established by the CCJB and the Evidence Based Policy Team (EBDM Team).

In general, the functions of this job include:

1. Provides staff support to the CCJB which shall include:
   * Preparing and disseminating agendas for CCJB meetings on consultation with the CCJB Executive Committee and OAR/JACC Director.
   * Implements the overall goals of the CCJB
   * Preparing background information packets for all CCJB meetings
   * Writing minutes of all CCJB meetings.
   * Provides updates at the quarterly meetings.
   * Performs research studies of crime and incarceration trends at two regional jails, and makes recommendations for alternatives in the best interest of public safety.

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1. Coordinates the development of the EBDM, JRI and CCJB Projects and monitors the periodic progress for attainment of these goals and objectives.

* Develops short and long term plans for projects
* Prepares all materials for project and policy teams
* Promotes, evaluate and facilitate community & stakeholder involvement
* Provides follow-up to meetings
* Prepares reports and follow-up documents
* Maintains list of projects and outstanding work to be accomplished
* Participates on all ongoing project work groups

1. Assists in planning, developing and researching the availability of funding resources. Writes grants applications for continued support of existing programs and developing new programs which supports the Work Plan of the CCJB.
2. Assists with the outcome measures, cost benefit analysis and data collections for projects of the CCJB or Evidence Based Decision Making Policy team
3. Sits on the Citizens Advisory Committee under the Public Defender’s Office