



**Job Title:** JJSC Program Director  
**Pay Grade:** OT4  
**FLSA:** Exempt  
**Job Family:** Program/Project Management  
**Classification:** STE  
**Associated Department(s):** SAS

### **PRIMARY PURPOSE**

This position is for a Project Director to lead the design, implementation, and ongoing provision of training and technical assistance (TTA) to the nation's jails regarding constitutional jail policies and operations, through the Jails and Justice Support Center (JJSC). The primary responsibility of the Project Director is to ensure that the strategic vision and goals of the JJSC are collaboratively planned and executed with the client and partners. This position serves as the primary point of contact between CNA and the Department of Justice (DOJ), and oversees all aspects of the JJSC, including the design and launch of the JJSC, outreach to the field and subject matter experts, partner relations and engagement, agency assessments, development and delivery TTA deliverables and a website, quality control and assurance for all products and deliverables, recruitment and engagement of the JJSC stakeholder group, and evaluation and continuous improvement of Center. This position works closely with a Project Manager and Senior Advisor to determine resource requirements and monitor budgets; supervise and support the project team during the execution of all project tasks and coordinate the efforts of all team members and partners; provide guidance and operational direction to ensure the project is progressing on time and according to plans; and lead and participate in internal project meetings to review project scope, work plans, and next steps.

### **JOB DESCRIPTION AND/OR DUTIES**

1. Work directly with the Bureau of Justice Assistance (BJA), the National Institute of Corrections (NIC), and the CNA Senior Advisor to develop and refine the JJSC goals and objectives, and project plan.
2. Engage with and coordinate the activities of the JJSC partners and sub-recipients.
3. Oversee the overall implementation and collaborative execution of the project plan, ensuring all timelines and deliverables are met in accordance with the goals of the project.
4. Lead and manage the overall development of the Center, its website, and its supporting resources, including managing the evaluation of resource delivery.
5. Oversee the coordination of all necessary outreach to jails, stakeholders, advisors, and subject matter experts.
6. Supervise and support the project team during the execution of all project tasks and coordinate the efforts of all team members and partners.
7. Provide guidance and operational direction to ensure the project is progressing according to plan and to determine any additional resources needed to meet deadlines.
8. Review, revise, and approve all project deliverables, to include conducting quality reviews for all work products.
9. Lead and participate in internal project meetings to review project scope, work plans, and next steps.
10. Oversee the coordination of external project meetings including annual meetings with JJSC stakeholder group members.
11. Maintain regular communication with BJA and NIC, to include providing project updates and status reports.

12. Assist the Project Manager in monitoring all costs associated with the execution of the project and making budgetary adjustments as needed.
13. Oversee the development and execution of JJSC TTA evaluation methods and assessments.

#### **JOB REQUIREMENTS**

1. Education: Master's degree in criminal justice or a related field, or equivalent combination of education and work experience. Advanced degree preferred.
2. Experience: Minimum 10 years of leadership experience in TTA or experience working in the criminal justice or a related field. Previous work experience in the field of jails or corrections management is preferred. Experience with supervising and leading a large team of staff and consultants.
3. Skills: Extensive knowledge of policies, standards, and constitutional practices relevant to jail housing and classification, programming, treatment, and safety and security. Highly organized and detailed-oriented with strong project management experience. Ability to manage large project and complex coordination tasks, including building and sustaining effective outreach and partnerships. Experience maintaining strong communication with staff and clients at all levels of an organization.
4. Other: Ability to travel occasionally to client sites as necessary, to conduct site visits, or to make presentations about project progress. Ability to obtain and maintain a security clearance upon hire.
5. Remote/Hybrid Work Eligibility: This position is eligible for telecommuting or hybrid work arrangements at the discretion of the Supervisor. Employees may be required to work at CNA headquarters or other work locations resulting in changes to the scheduled telecommuting or hybrid work arrangements.