**Position Description**

**Job Title:** Assistant Director for Juvenile Justice Programs

**Reports to:** Executive Director

**Job Summary:**

The Assistant Director for Juvenile Justice Programs at RICJ is a full-time, leadership-focused position that requires a proactive and passionate individual committed to social justice and ending the school-to-prison pipeline. The role involves managing program resources to achieve the program's mission and adhering to established priorities, timelines, and budget constraints.

**Scope of Work:**

Under the general supervision of the Executive Director, this position encompasses administrative, managerial, and professional responsibilities. The specific goals, objectives, and deliverables of the role are determined by the Executive Director, the program’s mission, and communication with funding sources. The Assistant Director of Juvenile Justice will oversee staff, interns, volunteers, resources, and administrative tasks to ensure that the program’s goals are met. The position requires strong skills in project planning, budgeting, evaluation, and a deep understanding of juvenile justice issues. Excellent written and verbal communication skills are essential for engaging with community organizations, funding bodies, internal teams, compliance agencies, and other stakeholders.

We are seeking a dynamic individual who can lead and collaborate effectively, with a strong interest in fostering relationships and networks among community members, system providers, and youth. The Assistant Director of Juvenile Justice will manage key juvenile justice initiatives, including the USDOJ/OJJDP-funded program, *Racial and Ethnic Disparities in the RI Juvenile Justice System*, which supports community diversion through Juvenile Hearing Boards and other programs. They will also oversee a USDOE-funded program that provides case managers for two urban juvenile hearing boards, RICJ’s school-based diversion model, and other initiatives. This position will supervise the Juvenile Justice Reform team.

(See <https://www.ricj.org/juvenile-justice>).

**Responsibilities:**

* Manage, implement, and support RICJ’s Juvenile Justice Programs.
* Program Management: Lead planning and direct program implementation for all juvenile justice programs of RICJ, including the USDOJ/OJJDP primary grant, USDOE case management grant, and other juvenile justice programs.
* Ensure compliance with federal, state, and local juvenile justice policies and regulations.  
  Organize and facilitate meetings with policy committees, government agencies, and community partners to align RICJ’s work with current laws and best practices.
* Train staff, volunteers, and community partners on juvenile justice policies, legislative updates, and racial equity implications in diversion programs.
* Organize and confer with community advisors through regular meetings with the project’s CAC/Community Ally Coalition, Juvenile Hearing Board Chairs and members, and partners, including DCYF, Tides Family Services, Kids Count RI, and municipalities.
* Supervise program staff, interns, and volunteers, including Juvenile Justice Reform Coordinator.

**Qualifications:**

* 3 or more years of experience and proven ability to implement similar or related programs.
* Excellent verbal and written communication, including communicating effectively with diverse community groups and individuals.
* Excellent supervisory skills with an ability to motivate staff and promote teamwork.
* Computer proficiency, including the use of database and statistical analysis programs and social media outreach.
* BA or equivalent in a related field
* Must be cleared for work with minors (BCI will be required).
* Bilingual preferred but not required

**Salary:** Competitive full-time salary with vacation, sick, holiday leave, and health/dental benefits. Salary Range: $53,000 - $60,000 per year commensurate with experience.

**To Apply:** Send a cover letter and resume to ricj@ricj.org

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