



December 5, 2013

Notice of Employment Opportunity

Agency: Indiana Judicial Center  
Position: Program Coordinator  
Salary: Compensation will be up to \$52,000, commensurate with experience.  
Reports to: Director of Court Services  
Supervisory duties: None  
Application deadline: December 31, 2013

General duties:

- Coordinate and plan training events for probation officers, problem-solving court teams, and court alcohol and drug program staff to promote the implementation of evidence-based practices in community supervision.
- Provide staff support for agency-sponsored training events, including annual conferences, staff orientation, and other events as necessary.
- Identify faculty for training events and coordinate the event details with faculty members or their representatives.
- Secure venues for training events and coordinate event logistics with venue staff.
- Coordinate training registration activities and compile training materials.
- Conduct certification reviews of court alcohol and drug programs and problem-solving courts.
- Provide information and technical assistance to probation departments, problem-solving courts, and court alcohol and drug programs related to evidence-based practices in community supervision.
- Provide staff support to judicial conference committees in the areas of probation standards, judicial conference rules, certification, training, and other areas as needed.
- Monitor probation officer, problem-solving court staff, and court alcohol and drug program staff compliance with continuing education requirements.
- Assist in the administration of agency duties related to probation officer certification and the court substance management specialist (CSAMS) credential.
- Assist with posting and maintaining current forms, materials, and training information on the agency website.
- Draft articles regarding training and certification activities for Supreme Court publications, such as the Indiana Court Times.
- Assist with writing grant applications and grants management as requested.
- Attend external training sessions, meetings, and conferences as requested.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in criminal justice, social work, or related field required.
- Knowledge of evidence-based practices in community supervision required.
- Ability to manage multiple projects requiring a significant level of detail required.
- Ability to communicate with agency staff, the judiciary, court personnel, and prospective faculty in a professional manner required.
- Excellent written and oral communication skills required.
- Master's degree in criminal justice, social work, or related field preferred.
- Experience working as a certified probation officer, a problem-solving court team member, or a court alcohol and drug program professional staff member preferred.
- Experience planning and organizing training events or conferences preferred.
- Experience preparing grant applications, agency annual reports or equivalent experience preferred.
- Training in substance abuse or addictions preferred.
- Working knowledge of Microsoft Word®, PowerPoint® and Excel®.
- Ability to work effectively both independently and in a team environment.

Additional Information:

- This position requires overnight travel for conferences, training events, and certification reviews. Overnight travel is typically one to two nights per event but may be longer for more extensive training programs.
- Candidates must be willing to comply with the Judicial Code of Conduct.
- Candidates must be willing to submit to a criminal background check.
- Candidates must possess a valid operator's license.
- Final candidates may be required to submit a writing sample.

Please submit a letter of interest, resume and professional references to Mary Kay Hudson, Director of Court Services, at [mk.hudson@courts.in.gov](mailto:mk.hudson@courts.in.gov) by December 31, 2013.

For information regarding the Indiana Judicial Center, visit <http://www.in.gov/judiciary/center/>