



## Project Coordinator (full-time)

### POSITION SUMMARY

The Center for Children & Youth Justice (CCYJ), founded in 2006 by Justice Bobbe J. Bridge, ret. is dedicated to reforming Washington's juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in supporting kids, stabilizing families, and strengthening communities through real and lasting reform. CCYJ identifies cracks in the system, researches, and develops creative solutions, and ensures that policymakers embed those reforms into practices and procedures. CCYJ's results are put into state law, adopted as standing protocols by the courts, schools, and other partners; or developed into new interventions for at-risk, abused or neglected children and their families.

CCYJ seeks a Project Coordinator for its dynamic Project Respect team. Project Respect's mission is to build and sustain a statewide, coordinated, collaborative, and victim/survivor-centered response to the commercial sexual exploitation of children (CSEC). CCYJ's passionate staff is deeply committed to the young people for whom we advocate. We seek a Project Coordinator who is detail-oriented, organized, outgoing and tenacious, and who is excited to improve the lives of commercially sexually exploited young people by changing the way our systems and communities respond to them.

The Project Coordinator will coordinate all aspects of Project Respect, including but not limited to: outreach to, organizing, and mobilizing external partners across Washington; planning an annual conference and other events; organizing trainings; managing communications; spearheading data collection efforts; some data analysis; and supporting the Senior Projects Manager with developing resources, scheduling, reporting, administrative duties, and other tasks that arise. The Project Coordinator may also provide research and writing assistance and/or provide trainings depending on skill and capacity.

This is a full-time position and may require regular travel within Washington State.

NOTE: Project Respect does not provide direct services to youth. We serve those who serve youth.

### REPORTING RELATIONSHIP

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**Reports to:** Senior Projects Manager

### SUPERVISION EXERCISED

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None. The Project Coordinator will work with CCYJ's Social Policy Fellow, a Masters of Social Work Practicum student on various aspects of the project.

### FLSA STATUS

This position is considered exempt under the Fair Labor Standards Act and is not eligible for overtime pay.

### ESSENTIAL FUNCTIONS

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The examples of essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the project and thus requirements of the job change.

- Outreach to, engage with, organize, and mobilize partners across Washington to improve their response to CSEC. Partners include professionals within juvenile courts, child welfare, homeless youth services, domestic violence/sexual assault services, law enforcement, health care, education, and other systems of care. This portion of the position requires tenacity, tact, organization, and excellent written and verbal communication skills.
- Plan and execute an annual one-day conference for partners, including coordinating all logistics, planning the program in coordination with the Senior Projects Manager, identifying potential speakers, managing registration, budgeting, and other duties as identified.
- Plan and execute other events and meetings, such as sector-specific summits and trainings.
- Compile four newsletters annually: drafting some content and coordinating other authors.

- Managing listservs for partners, fielding email requests, and identifying other creative ways to engage with partners. The Project Coordinator will serve as the main point of contact for Project Respect's partners.
- Spearheading data collection efforts: work with the Senior Projects Manager, any consultants, and partners to develop a data collection plan, mobilize partners to engage in data collection, and assist with data analysis and data-reporting.
- Support the Senior Projects Manager with developing resources, scheduling, reporting, administrative duties, and other tasks that arise.

## **QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILL, AND ABILITY**

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### Required:

- Bachelor's Degree and a minimum of two years of work experience, or an equivalent combination of education and work experience, in public health, public affairs, public policy, social work, criminal justice systems, court administration, law, education, or other relevant field.
- Graduate or Professional Degree desirable.
- Demonstrated proficiency with MS Word, Excel and PowerPoint, including graphically displaying data in easy-to-understand ways.
- Demonstrated ability to work independently completing assigned duties in a timely and efficient manner while maintaining accuracy and attention to detail.
- Demonstrated ability to outreach to, engage with, organize, and mobilize diverse groups of individuals.
- Demonstrated ability to communicate effectively with diverse groups of individuals, both in writing and verbally.
- Demonstrated ability to organize and prioritize workflow in a changing work environment and coordinate work among multiple partners.

Preferred—we prefer the Project Coordinator have some of the following experiences, knowledge, skills, and/or abilities, but do not expect they will have all:

- Experience serving commercially sexually exploited children directly.
- Knowledge of child welfare and/or juvenile justice systems, especially in Washington State.
- Knowledge of health care systems.
- Experience working with Native American tribes.
- Familiarity with CCYJ's partners.
- Data collection and analysis/research methods skills.
- Experience providing trainings and public speaking.

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

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- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by project activities.

## **COMPENSATION**

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Competitive salary will be dependent upon skills and experience. The salary range is \$50,000 to \$56,000 per year. CCYJ offers a benefits package that includes Medical/Vision/Dental, Transportation Allowance, Paid Time Off, Sick Leave, Holiday Pay and Floating Holiday Pay.

## **TO APPLY**

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Please submit a cover letter, resume, writing sample, and contact information for three professional references to the Project Respect Search Committee, c/o Nicholas Oakley at [noakley@ccyj.org](mailto:noakley@ccyj.org). Applications will be reviewed on a rolling basis.

CCY is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.