

## Position Description

Date: 2017-06-08

Job Title: Program Officer

Nature of Work: The Program Officer is responsible for administrating federal grant programs, coordinating committee meetings and participating on local criminal justice committees. Primary duties include: providing technical assistance to funded programs; program and fiscal monitoring to ensure compliance with federal grant guidelines; data collection and analysis; developing local grant proposals; scheduling meetings and preparing agendas and minutes; and working collaboratively with local elected officials, agencies and interested community members.

Qualifications: Bachelor's degree or higher from an accredited college or university or equivalent work experience. Applicants must be detail oriented; have experience in grants administration or demonstrate a willingness to learn the skill set; possess effective oral and written communication skills; and be proficient in word processing and spreadsheet software.

Submit resume with cover letter and references by June 16, 2017 to:

Criminal Justice Coordinating Council  
One Government Center, Suite 1720  
Toledo, Ohio 43604

The position will remain open until filled.