POLICE FOUNDATION

Project Associate

Job Title:	Project Associate	**FLSA Status:**	Exempt
Department:	Programs	**Type of Position:**	Full-time, Regular
Reports To:	Interim Director, International	**Location:**	Washington, DC

BACKGROUND INFORMATION

The Police Foundation (Foundation) is national non-profit non- partisan organization that, consistent with its commitment to improve policing, has been on the cutting edge of police innovation for nearly 50 years. The Police Foundation's work is informed by available evidence, to increase public safety and strengthen communities. The Police Foundation conducts innovative research and provides on-the-ground technical assistance to police and sheriff's departments as well as engages practitioners from multiple systems (corrections, mental health, housing, etc.), and local, state, and federal jurisdictions as it relates to police research, policy, and practice. The Foundation has a multi-year grant with the U.S. Department of State aimed at increasing the number of agencies, public safety training academies, and public safety communications centers that are accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) in Mexico. 50 Mexican agencies, including 20 training academies, 13 communications centers, and 17 law enforcement agencies in 21 of Mexico's 32 states, are already receiving technical assistance through the grant to attain and/or maintain CALEA Accreditation. Ten of these agencies have already achieved accreditation through assistance from the grant and three more are up for accreditation. Before the end of 2020, an additional 30 Mexican agencies will be added to the grant. The Foundation uses teams of SMEs to provide technical assistance to grant clients. This position will support this work and provide service to the staff members and consultants that serve these agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Proactively provide comprehensive project management support to include monitoring timelines, budgets, and deliverables to help ensure responsibilities to funders are met in assigned program areas and timely corrective action is taken to resolve problems
- Manage logistics for meetings, off-site work, site-visits, and related events
- Support the planning of project meetings with government officials, advocates, and national experts, initially by developing agendas, and providing support for senior staff and researchers
- Conduct analysis, prepare, and contribute to funder reports and other related project materials for compliance purposes
- Proactively contribute to the development and maintenance of Police Foundation website and communications content in coordination with communications and senior staff
- Assist senior staff in developing a wide range of written deliverables and products, including guides, trainings, and web-based materials

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- Support senior staff in coordinating, attending, and documenting site visits as well as follow-up actions as may be necessary
- Contribute to the development of grant proposals, white papers, concept papers, and other business development activities
- Participate in technical assistance delivery, initially by supporting senior staff and/or consultants in coordinating, attending, and documenting site visits in jurisdictions across the country and eventually by leading site visit planning and coordination
- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses to Police Foundation partners, researchers, law enforcement, and external audiences
- Ensure senior staff and researchers, consultants, and/or funders are aware of relevant research and project developments, when appropriate, and that other work in the field is leveraged for the advancement of project goals
- Develop a knowledge base in the various project areas
- Receive and respond to calls, mail, and electronic correspondence and inquires
- Travel is required
- Perform other duties as assigned

SKILLS & ABILITIES

- A commitment to advancing the Police Foundation's mission
- A strong understanding of the criminal justice system, and a wide range of law enforcement issues and their implications
- Ability to solve basic project and operational problems appropriately and independently
- Excellent research, writing, and analytical skills
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way
- Strong project management skills
- Strong attention to detail
- Ability to prioritize and manage multiple deadlines
- Highly organized and ability to manage multiple tasks with competing deadlines
- Strong ability to communicate effectively (including listening skills) and appropriately with varied professional audiences
- Knowledge of and ability to use technology to solve problems and improve operations
- Bi-lingual capabilities preferred

EXPERIENCE & EDUCATION REQUIREMENTS

The equivalent of 2-4 years of professional work experience in the field of policing, criminal justice, or a related social science discipline; a Bachelor's degree is required; Graduate degree preferred. Bi-lingual capabilities preferred. The minimum requirements can be

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satisfied at management's discretion by other factors (e.g., education, professional certifications, language skills, analytical skills, computer skills, etc.)

ADDITIONAL INFORMATION

SALARY RANGE: This is a full-time position. Salary is commensurate with experience and includes a competitive benefits package.

DEADLINE: Open until August 23, 2019. Incomplete applications will not be considered. Must agree to a background investigation and must be authorized to work in the United States.

POSITION LOCATION: Position will work out of the Police Foundation headquarters in Washington, DC

APPLICATION INSTRUCTIONS: Interested individuals should apply through the agency's Indeed career page: https://www.indeedjobs.com/police-foundation/_hl/en?cpref=JXWAtnzf3XW5aRnY2g_zos_1WAXHb5RLhFg-kM4AKdw

1. Résumé
2. Cover letter
3. Names and contact information for at least three references

Incomplete applications will not be considered