



## **EMPLOYMENT OPPORTUNITY: POLICY & PROJECT COORDINATOR – TEMPORARY – PART-TIME**

**Job description:** The Adult Redeploy Illinois (ARI) program housed at the Illinois Criminal Justice Information Authority is seeking an independent contractor for temporary and part-time policy and project coordinator duties (approximately June - August 2016). The policy and project coordinator must have experience in and knowledge of criminal justice reform generally and in particular alternatives to incarceration. ARI is a program within the Authority consisting of state funding and support to 20 county-level community corrections programs in Illinois.

The ideal candidate will have a track record of developing programs, including policies; strong project coordination; initiative; and effectively communicating in writing, visually and orally to a variety of audiences. The policy and project coordinator must have experience in and knowledge of some combination of topics related to criminal justice reform and alternatives to incarceration that may include programming for people with histories of incarceration; research and evaluation, in particular of correctional interventions or prevention programs; behavioral health programs and systems; restorative justice; grant administration and community organizations and community level work.

Responsibilities include general policy and project coordination support to the ARI program during a time of program and fiscal year transition. Particular projects necessitating support include implementing the policies and procedure manual, strengthening strategic partnerships, increasing and institutionalizing information sharing, analyzing and presenting data trends, refining policies and procedures based on data trends, conducting qualitative research, and the creation of a community involvement toolkit for adult diversion programs to advance the integration of community into all ARI programs.

This position is subject to the terms and conditions of a personal services contract. The terms and conditions of the contract are not subject to modification.

### **Qualifications:**

- Bachelor's degree required, some graduate level course work required (e.g. social work, criminal justice, psychology, public administration, public policy).
- Demonstrated experience in both a leadership role and a coordination role.
- A minimum of two years of experience in the government and/or non-profit sector.
- Significant writing and public speaking experience.
- Microsoft Office experience.
- Must pass a criminal background check.

### **About the Illinois Criminal Justice Information Authority and Adult Redeploy Illinois:**

The Authority is a state agency responsible for research and analysis, grant planning and administration, and technology development that help create a more efficient and effective justice system and improve public safety outcomes. ARI is a program within the Authority consisting of state funding and support for county-level community corrections programs in Illinois. ARI was established by the Crime Reduction Act of 2009 to provide financial incentives to local jurisdictions for programs that allow diversion of non-violent offenders from state prisons by providing community-based services and supervision. Adult Redeploy Illinois has 20 sites, implementing 22 programs, across 38 Illinois counties. More information is at: <http://www.icjia.state.il.us/redeploy/>

**To apply**, please submit by email a cover letter, resume, and one writing sample to:

Lindsey LaPointe  
Program Manager, Adult Redeploy Illinois  
c/o Illinois Criminal Justice Information Authority  
[lindsey.lapointe@illinois.gov](mailto:lindsey.lapointe@illinois.gov)

**Application process closes May 9, 2016.**