

Program Assistant/Special Projects

The Institute for Intergovernmental Research (IIR) is seeking a qualified candidate for the temporary part-time position (20 hours/week) of Program Assistant. This position provides a unique opportunity for highly motivated individuals to:

- » Work directly on teams supporting critical national-level criminal justice programs.
- » Contribute innovative ideas to facilitate law enforcement collaboration.
- » Work with law enforcement practitioners to facilitate the exchange of criminal justice best practices.
- » Support the activities/efforts/work of nationally and internationally recognized subject-matter experts.
- » Review resources/training materials designed for delivery to state and local law enforcement.

Program Assistant position responsibilities and candidate qualifications are as follows:

Responsibilities

- » Provide assistance with development of program materials
- » Assist with data entry and maintenance of databases
- » Help prepare documents and presentations
- » Manage online resources
- » Make travel arrangements
- » Conduct online research

Qualifications

- » Strong attention to detail
- » Excellent verbal and written communication skills
- » Ability to work independently and in teams
- » Strong customer service skills
- » Familiarity with Microsoft Word, Excel, and PowerPoint
- » Critical thinking and decisive reasoning
- » Ability to multitask

Minimum Education and Experience

High school graduate with job-related experience. Preference will be given to candidates who have completed college course work and are pursuing a degree in a criminal justice or public safety, security, or law enforcement intelligence degree program.

Application Process

Final candidates will be required to submit to a background investigation consisting of a criminal history check, an education history verification, a credit check, and personal

and professional references. IIR is an equal opportunity employer offering competitive salaries. Internship opportunity is available. Inquiries and résumés may be e-mailed to recruitment@iir.com. No phone calls, please.

About IIR

IIR is a Florida-based nonprofit corporation, with additional offices in Washington, DC, and Tennessee, that specializes in criminal justice, homeland security, and juvenile justice issues. IIR has a proven history of promoting greater efficiency and effectiveness among federal, state, local, and tribal criminal justice agencies through online and on-site customized training, technical assistance, and research. Areas of special competence include criminal justice information sharing; Web site design and maintenance; critical data collection and sharing; privacy, civil rights, and civil liberties protections; violence reduction strategies; the Gang Resistance Education And Training (G.R.E.A.T.) Program; anti-gang initiatives; officer safety and wellness; anti-terrorism initiatives; criminal intelligence systems; homicide and narcotics investigations management; and information technology and multimedia development. IIR specializes in the development and implementation of strategic solutions to maximize intergovernmental programs, operations, and relations. IIR's expertise and services are far-reaching and include, but are not limited to, information sharing initiatives and criminal justice training.

IIR's Mission Statement

Achieving success for our clients through the delivery of exemplary programs and superior services that enhance public safety, governmental effectiveness, and organizational efficiency.