



20110 Ashbrook Place, Suite 150, Ashburn, VA 20147

Position Description for Junior Project Manager

This position will report to multiple Program Directors at the IJIS Institute. The IJIS Institute corporate headquarters is in Ashburn VA.

The Company

The IJIS Institute is a non-profit collaboration network representing the leading industry companies and practitioners focusing on information technology standards, policies, and processes that serve the justice, public safety, homeland security, emergency communications, health and human services, and school safety sectors. We aim to improve information sharing to maximize safety, efficiency, and productivity. The IJIS Institute is funded by a combination of industry contributions, grants, and contracts from multiple state and federal agencies through the US Department of Justice and other federal organizations. The IJIS Institute offers local, state, tribal, and federal agencies a variety of technology services such as onsite assistance and consultations, training and educational materials and sessions, help desk and online knowledge management support, and program and project management.

The Position

This position will assist Program Directors with project administration, including coordinating meetings, documenting projects, and completing project deliverables.

The Junior Project Manager is expected to:

- Assist in coordinating project meetings and events, ensuring all logistical arrangements are in place.
- Assist in developing and distributing project reports, status updates, and presentations.
- Assist with developing, tracking, and completing project deliverables.
- Assist with developing, updating, and managing project documentation.
- Assist with the analysis of certain project components as requested and necessary.
- Assist with the planning and coordination of organizational events and conferences.
- Support IJIS Advisory Committees/WGs/TFs, etc., as assigned to enable cross-committee communication.
- Perform other duties and responsibilities as assigned.

Education

- Bachelor's degree or equivalent experience.

Required Skills

Required skillset includes:

- Previous experience in project support roles, preferably in justice and public safety.
- Understanding basic project management skills
- Strong organizational skills with the ability to multitask and prioritize workload effectively.
- Excellent communication skills, both written and verbal, with attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to work independently and collaboratively in a fast-paced, deadline-driven environment on multiple projects.

Limited travel may be required.

Desired Skills/Certifications

- Previous experience in justice information sharing
- Previous experience assisting agencies with implementing software such as law enforcement records management systems, NIBRS, CAD, or other public safety case management systems.
- Understanding of the FBI's National Incident-Based Reporting System (NIBRS)

Note: This job description outlines the general nature and level of work employees are assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel. Management reserves the right to revise or amend duties to meet the organization's needs.

Please send resumes to carrie.morrison@ijis.org

The position is open until filled.

The IJIS Institute is an Equal Opportunity Employer.