



EMPLOYMENT OPPORTUNITY – Intervention/Diversion Program Coordinator (Projects and Programs)

Salary Range: \$72,050-90,000/year

Status: Full-Time Permanent

Date Open: October 9, 2024

Location: Lacey, WA (Hybrid)

Date Closed: November 2, 2024

Position Summary

The Intervention/Diversion Program Coordinator works in the WASPC Projects and Programs Department and is responsible for daily administration of the [Arrest and Jail Alternatives \(AJA\) Grant Program](#) and [Mental Health Field Response \(MHFR\) Team Grant Program](#).

The position will negotiate with funding agencies to establish terms and conditions of grant and contract awards. This position will prepare grant materials; coordinate and provide ongoing budget analysis; review grants and monitor compliance with grant terms. This position will serve as a resource to AJA and MHFR programs and will work closely with technical assistance and funding partners.

This position may be assigned additional projects and programs dependent on capacity.

Principal Responsibilities

- Prepare grant announcements and proposal requirements.
- Review applications for appropriate proposal format, required elements, and budget data.
- Conduct preliminary fiscal and administrative reviews of proposals; prepare summaries for staff and peer review panels.
- Conduct negotiations with grantees to complete terms of award.
- Prepare grant and contract documents with grantees including terms of award and coordination of closeout actions.
- Maintain and monitor grants and contract budgets; assure compliance with grant and/or contract requirements; notify appropriate personnel of action needed on budget problem.
- Establish and maintain files of proposals and current grants and contracts; provide progress reports, accumulate statistics; notify all concerned of application deadlines and ending dates.
- With delegated authority, review and approve budgetary actions facilitating grant and contract awards.

- Coordinate cross-site meetings and training opportunities.
 - Monitor diversion/intervention related legislation for impacts to local law enforcement agencies.
 - Work closely with the [LEAD National Support Bureau](#), technical assistance partner.
 - Oversee evaluation of the AJA program.
 - Draft AJA Annual Report to the Legislature and Governor.
 - Draft MHFR Annual Report to the Legislature and Governor.
 - Provide complex and technical/ support services, including initiating and composing correspondence, typing grant proposals using appropriate format and organizing and scheduling meetings, webinars and conferences.
 - Assist with the preparation and reviews of, management, operational, and reports and studies, including special projects and non-routine reports.
 - Represents WASPC at business meetings, conferences, seminars, and on committees.
 - Performs a variety of related duties not listed, to be determined and assigned as needed.
 - Performs all duties in compliance with WASPC policies and procedures.
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Knowledge and Abilities

- Experience with state and federal grant administration.
 - Demonstrated research, analytical, and problem solving abilities.
 - Experience with project and/or program management.
 - Skills in communicating effectively across a broad spectrum of personnel/managerial levels within WASPC and elsewhere throughout government and the private sector.
 - Excellent written, verbal and interpersonal communication skills, including public speaking.
 - Skillful in meeting facilitation, negotiation and conflict resolution.
 - Attention to detail and follow through are essential.
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Minimum Qualifications

- Hold a degree in criminal justice, public administration, or other related field. Experience may be substituted for education.
 - General proficiency with MS Office products, including Outlook, Word, PowerPoint, etc.
 - Must be willing and able to successfully complete additional training as needed.
 - Must comply with strict confidentiality rules.
 - Three years of general office experience preferred.
 - Must be able to lift 35 pounds.
 - Must be willing to travel within the State of Washington occasionally.
 - Must maintain a valid Washington State Driver License.
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Compensation

Monthly compensation is \$72,050-90,000/year depending on qualifications. WASPC employees receive a benefit package, which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

Application Procedure

Please submit the following items to employment@waspc.org:

1. A letter of interest addressing the above list of responsibilities and qualifications. Include an explanation of why you are interested in the position.
2. A current resume listing employers and dates of employment.
3. Three professional references with current telephone numbers.

About WASPC

The Washington Association of Sheriffs & Police Chiefs is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide.

Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

Organizational Statement

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace. Random drug testing is a condition of continued employment.

Qualified candidates are strongly encouraged to apply.

The mission of the Washington Association of Sheriffs and Police Chiefs is to lead collaboration among law enforcement executives to enhance public safety.