



**National Association of Counties  
Senior Associate, Justice**

The National Association of Counties (NACo) in Washington, D.C., announces an opening for a Senior Associate. The Senior Associate duties include a variety of professional assignments aimed at informing, educating and assisting county officials across the United States who are working to build fairer and more effective justice systems.

This position requires an individual who is a self-starter, organized, detail-oriented and can manage multiple tasks and projects simultaneously. Applicants must have experience with and knowledge of local justice policy and issues.

This position is wholly dependent on outside funding support. NACo currently intends to continue the position through March 2019, though it is intended and likely to remain beyond that date.

*Under guidance of the Associate Program Director for Justice, the Senior Associate's primary duties and responsibilities include:*

- Managing the day-to-day quality, conduct and completion of project deliverables and ongoing relations with foundation partners, other NACo departments and members, as an active part of a team.
- Conducting research on and studies of effective and innovative practices in counties across the country and distilling information into written publications.
- Responding to requests for information; making presentations at national; regional; state and local meetings; initiating peer-to-peer exchanges between and among county officials; disseminating best practices information; and acting as liaison between NACo members, foundations, government agencies and non-profit organizations.
- Planning and implementing workshops, mini-forums, presentations and meetings for NACo conferences and providing support for these events.
- Planning, facilitating and completing webinars, news articles and social media campaigns to support relevant project deliverables.
- Coordinating program activities within NACo and with other national, regional and state based organizations to maximize the educational benefits to county governments.
- Representing NACo and the County Solutions and Innovation Department in NACo-wide activities, including conference planning and implementation, membership recruitment

and retention, marketing, website updates and maintenance, *County News* articles and contributions, and internal and external meetings.

- Other duties as assigned.
- Some travel is required, estimated at four to six trips per year.

**Qualifications:**

2-4 years' experience required, prefer master's degree and education and/or experience in public policy, criminal justice, juvenile justice or related area.

Must possess the following:

- excellent oral and written communications skills;
- ability to manage multiple projects;
- ability and willingness to work as part of a team;
- ability to meet deadlines and work well under pressure;
- ability to work well in a political environment;
- ability to work well with external partners; and
- knowledge of local governments and relevant organizations.

Interested individuals should submit cover letter, resume and salary requirement to [resumes@naco.org](mailto:resumes@naco.org).

Employees of NACo enjoy a fun and challenging environment with a wide range of competitive benefits. Benefits include comprehensive medical, vision and dental insurance coverage; paid holidays and leave; tuition reimbursement; group life insurance, 401(k) match and pension plans, credit union membership; transportation subsidy; short-term/long-term disability coverage; and more.

NACo and its subsidiaries are equal opportunity employers. Our jobs are open to all applications regardless of race, color, sex, gender, sexual orientation, age, religion, national origin, marital status, pregnancy, disability, military status, or any other basis prohibited by federal, state, or local law.