



CJCC Job Title: Victim Assistance Unit Project Coordinator Intern

Criminal Justice Coordinating Council (CJCC) is administratively attached to GBI. CJCC is legislatively charged with eleven areas of criminal justice coordination. Among those responsibilities is to serve as the statewide clearinghouse for criminal justice information & research; Develop criminal justice legislative & executive policy proposals; & serve in an advisory capacity to the Governor on issues impacting the criminal justice system. CJCC plans & administers tens millions of dollars in federal criminal justice and victim services grants

This position is located at Criminal Justice Coordinating Council, 104 Marietta Street, NW, Atlanta, Georgia

Applicants chosen for employment will be subject to financial, driving, education and criminal background and reference checks. Work eligibility will be checked in EVerify. As a federally funded agency, CJCC is subject to federal Drug Free Workplace requirements. CJCC is an equal opportunity employer.

Purpose:

The Criminal Justice Coordinating Council Internship Program is a valuable learning experience for college and university students interested in a criminal justice, crime victim assistance, grants administration or related career.

Learning Objective/ Key Duties & Responsibilities:

- **State/Federal Reporting (VOCA, VAWA, LVAP/5%, discretionary funds, etc.)**
 - Gain an understanding of federal requirements, including but not limited to:
 - Scope of program
 - Allowability of expenses
 - Timelines
 - Monitoring
 - Documentation
 - Conduct analysis on process improvement and program evaluation to make recommendations
 - Assist in completing federal reports by collaborating with staff and service providers in data collection and analysis
- **Tribal Outreach Plan (T.O.P.) Committee**
 - Work with Program Coordinator to manage T.O.P. committee goals and revise plan, as appropriate
 - Assist in managing relationships with state recognized American Indian tribes
 - Lower Muskogee Creek
 - Cherokee of Georgia Tribal Council
 - Georgia Tribe of Eastern Cherokee



- Assist T.O.P. committee in developing a culturally specific plan of action for each tribe via:
 - Researching cultural differences/similarities
 - Identifying tribal structure and leadership
 - Learning the needs of each tribe
 - Establishing an open line of communication to establish and increase trust
 - Explore opportunities to educate tribal leaders about victimizations/resources
- **Strategic Plan Workgroups**
 - Assist Project Coordinator with information management and sharing
 - Explore opportunities for pilot initiatives per workgroup feedback such as:
 - Unserved/Underserved Communities/Populations
 - Data Sharing
 - Continuous Process Improvement
 - Best Practices
 - Training
 - Outreach
 - Task Forces
 - Victims Compensation Programming
- **Victim Assistance Conference**
 - Research victimizations most negatively affecting Georgians
 - Identify and recommend plan to address gaps in services and needs of unserved communities/populations
 - Assist in identifying expert trainers
 - Assist in proposal development and selection processes, as needed
 - Assist in identifying potential partners
 - Research benefits of and possible innovative uses of technology and alternative means of communication (i.e. – app)
- **Georgia Victim Assistance Academy**
 - Assist in analyzing academy reach to identify gaps in service
 - Collaborate to learn about advocate needs specific to new vs. veteran advocates
 - Assist in developing a pre-training webinar to assess advocate readiness
 - Provide recommendations for continuous quality improvement throughout planning, implementation, and evaluation processes
- **Other internal projects, as needed, to promote process improvement, effective communication, and increase collaboration internally and externally**



NOTE: The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but it is not a comprehensive and exhaustive list. Employees may be required to perform other duties assigned, and specific duties, responsibilities and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity with or without reasonable accommodation.

Work takes place in an office setting, it requires the ability to sit and work at a keyboard for extended periods of time and communicate with team members, by phone and computer

Only applicants selected for interview will be notified for applicant selection. Human Resources maintains the discretion to close the job announcement prior to the closing date if a significant number of applications are received.

If an accommodation is needed for any part of the employment process, please contact Human Resources Office at (404) 657-1972

Submit PDF copy of resume along with online application on

<https://www.joinhandshake.com/>