

Full-time Job Opening, June 1, 2017

Work at an effective non-profit and protect domestic violence victims and their children!

Job Mission: To help the Court Watch Montgomery (CWM) Executive Director, Board and 70 volunteers work together to (1) reduce domestic violence (DV) by improving how local and state courts handle domestic violence cases; and (2) identify and address gaps in needed services and supports for DV victims and their families.

Job Objective: Manage 3 volunteer teams that 1) interview, train and mentor volunteers; 2) enter data collected in courtrooms into an Excel database; and 3) research key issues using court files, databases, and interviews. Help manage our daily court monitoring program. Assist the Executive Director with a wide range of projects and tasks.

Job Title: Program and Data Management Assistant

Work Scope and Responsibilities:

1. Ensure CWM has a strong group of well-trained volunteers ready to collect a variety of types of data.

- Manage the volunteer team of 5 people that interview, train & mentor court monitor volunteers. Interview special project candidates.
- Keep Volunteer Center ads up to date. Assist with initial training of volunteers as needed, both in classroom setting and at courthouses.
- Help assess continuing education needs to maintain quality control. Create & implement plan to address those needs.
- Set up a training program for our team of Investigators, who handle diverse research projects using online court databases, courthouse records, and interviews.

2. Oversee the entry of data into appropriate databases in a timely fashion.

- Supervise the volunteer team that enters all court data into Excel databases in a timely fashion, helping with the workload when necessary.
- Help develop & implement a quality control plan for data entry.

3. Assist with managing CWM monitoring programs.

- Problem solve with volunteers and the Executive Director on the distribution of volunteers across five (5) courtrooms, and related issues.

- Ensure data collection forms are distributed to, and collected from, volunteer data collectors efficiently.

4. Assist the CWM Executive Director with a wide variety of organizational project activities.

- Print & compile materials for volunteers, Board, policymakers, press & coalition members.
- Help track budget expenses and donations to Court Watch.
- Coordinate meetings and plan events as needed; and
- Keep office supplies stocked.

Qualifications:

- Ability to collaborate with a wide range of volunteers at various levels of knowledge, to explain complex tasks, and train different types of learners. Ability to provide frank, but motivating, feedback to novice and experienced volunteers.
- Ability to be a constructive team member who can juggle competing tasks.
- Excellent verbal and written communication skills; high degree of competence with Word and Excel programs.
- Excellent proof-reading skills and attention to detail.
- Ability to complete tasks on time.
- Willingness to work in a range of environments including shared workspaces, coffee shops, and Executive Director's home.
- Access to a laptop with Word and Excel capabilities & a car for personal transportation.

Hours: Full time, 40 hours a week.

Salary: Commensurate with experience.

Send resumes or inquiries to: Laurie Duker, CWM Executive Director, at courtwatchmontgomery@gmail.com

Court Watch Montgomery is a small non-profit based in Silver Spring MD that strives to reduce domestic violence by increasing the number of victims who receive protective orders, improving the orders they do get to better meet their needs, and identifying gaps in our domestic violence safety net. We provide courts and policymakers with findings that result in significant changes in practices and programs. Our 70 volunteers monitor over 500 protective order and 500 criminal domestic violence cases each year.

www.courtwatchmontgomery.org