We're looking for a talented individual for our Children's Justice Act Program Manager position. Come join the Department of Justice (DOJ), Office of Crime Victim Services (OCVS) in Madison, WI, and help to make a difference in the lives of those affected by crime.

DOJ is located on West Main Street in the heart of downtown Madison, near the state capitol, the Madison Metro route and the Capital City bike path. In addition, there are plenty of nearby restaurants and shopping venues. For more information about DOJ, visit our website at [https://www.doj.state.wi.us/](https://www.doj.state.wi.us/)

**Position Summary:** This position is responsible for researching, analyzing, planning and implementing statewide initiatives that improve the investigation and prosecution of child abuse, child sexual abuse and neglect in Wisconsin under the federal Children's Justice Act grant program. The position both initiates and supports programs that improve the ability of law enforcement, prosecutors and child advocates to work together to reduce trauma to children who are victims and witnesses in criminal justice proceedings.

The position obtains and administers the Children's Justice Act grant for the state of Wisconsin. In that capacity, it supports and sustains collaboration between local and state agencies on behalf of child victims of crime and coordinates local and statewide efforts to improve understanding and interpretation of Wisconsin statutes as they apply to investigation and prosecution of crimes against children.

This position also staffs the Attorney General's Task Force on Children in Need and the Child Maltreatment Task Force.

**Special Notes:** Applicants must be legally entitled to work in the United States (i.e., a citizen or national of the U.S., a lawful permanent resident, an alien authorized to work in the U.S. without DOJ sponsorship) at the time of application. The Department of Justice will conduct
criminal background checks on applicants prior to selection. Upon hire, all new DOJ employees will be fingerprinted.

**Qualifications:** Well-qualified candidates will have:

- Possess knowledge of child abuse and neglect and child sexual abuse related issues
- Experience and knowledge in grants management
- Knowledge of the criminal justice system
- Experience in researching, analyzing and reporting on public policy issues and programs
- Ability to organize, staff and facilitate discussions with multi disciplinary groups
- Ability to conduct outreach regarding the grants program
- Ability to follow, analyze and interpret state and federal grant guidelines and rules
- Strong written and oral communication skills are required

**How To Apply:** Apply online! To apply, click "Log In" to access your existing account or to create a new account if you don’t have an account with WISC.JOBS. Once you are logged in, click "Apply Now." You will be asked to insert the text of your cover letter and resume, which are both required. Candidates who do not submit these materials will not be considered for the position.

Submitted materials will be evaluated by a panel of job experts and the most qualified applicants will be invited to participate in the next step of the selection process. State employees eligible for transfer, reinstatement or demotion must also complete the application materials to be considered.