

CORRECTIONS - PROJECT MANAGER

The Criminal Justice Institute, Inc. is looking to hire a 'Project Manager' to work in its Middletown, Connecticut office.

THE CRIMINAL JUSTICE INSTITUTE

The Criminal Justice Institute is a small national consulting firm committed to making significant contributions to correctional systems by providing research, information dissemination services, and correctional planning services. CJI seeks to assist prison administrators in solving correctional problems by providing them with the empirical information necessary to improve correctional operations, programs, and services.

PROJECT MANAGER

Project Managers are responsible for the daily management of projects, including communication with client, coordination of meetings and events, development of charts, graphs and other materials, documentation of the conduct of project tasks and the production of thorough and accurate data and reports. In a highly collaborative team environment, Project Managers are primarily responsible for:

- Assisting with and drafting proposals, reports, publications, and progress reports;
- Organizing projects according to project plan, timeline, and methodology;
- Communicating regularly with senior staff, contracted consultants, and project monitors;
- Organizing local and national meetings and conferences;
- Assisting with national association committee tasks; and
- Other assignments as needed by company principals and associates.

QUALIFICATIONS

The ideal Project Manager should be a dedicated and driven professional who demonstrates strong interpersonal, oral and written communication skills. S/he must be a highly organized, analytical, and detail-oriented individual who is capable of performing under a variety of requirements and deadlines. Computer literacy is essential. A graduate degree is preferred, but a Bachelor's degree and two-three years of direct project management and/or supervisory experience is required at a minimum.

TO APPLY

Submit a (1) letter of interest including salary requirements, (2) resume, and (3) the names and telephone numbers of professional references¹ to: Mr. Robert May, Criminal Justice Institute, 213 Court Street, Middletown, CT 06457; Fax (860) 704-6409; E-mail jobs@cji-inc.com. No phone calls please.

CJI is an Equal Opportunity Employer.

¹ References will not be contacted until the candidate has been selected for an interview process and/or without prior notification.