



JOB ANNOUNCEMENT PART TIME PROJECT DIRECTOR

Position Summary

We are searching for a **Part Time Project Director** who may be based in the Calverton, Maryland office or may work remotely. The person hired in this position will report to the Executive Director and will work with the Executive Director and Executive Board to implement the goals and mission of the Association through current projects and initiatives. This position is grant-funded, and applicants should understand that it is an at-will position without guarantee of funding beyond August 2019.

Job Requirements

- BA in criminal justice, social science or related field
- Excellent written and verbal communication skills, including giving presentations and conducting trainings
- Must have at least 10 years of experience in the field of alcohol law enforcement, including managing projects, and interpreting and enforcing alcohol beverage control laws
- Must work independently and have good time management skills
- Proficiency with Microsoft Office programs, including Word, Excel and Powerpoint
- Work approximately 24 hours a week during regular business hours
- Be able to travel multiple times throughout the year within the United States

Preferred Experience and Skills

- Knowledge of Place of Last Drink data initiatives
- Experience in writing and obtaining grants and contracts
- Proficiency in mapping software and basic data analyses

Some Primary Duties and Responsibilities

- Lead the implementation of the NHTSA-funded Place of Last Drink initiative
- Assist with data collection for projects coordinated through the Association
- Coordinate training requests, instructors, budgets and payments
- Assist with conference planning and execution

Exemption Type and Hourly Rate

Exempt position (60% FTE) with hourly range between \$30.00 and \$35.00/hour

To apply

Submit your resume, cover letter, and a writing sample to support@nllea.org. Position will be open until filled; phone interviews will be scheduled as qualified candidates are

identified, but will not be scheduled with candidates who do not submit all three required documents. The NLLEA's goal is to have this position filled by June 2018.

About the NLLEA

The National Liquor Law Enforcement Association (NLLEA) is a non-profit association of law enforcement personnel dedicated to the enforcement of alcohol laws and regulations. The NLLEA is committed to improving the standards and practices of alcohol law enforcement, to the professional development of its members, and to public recognition of the role of alcohol law enforcement in protecting and promoting public safety.