



## VINE Program Manager

- ❖ **Do you enjoy engaging criminal justice professionals in continuing education?**
- ❖ **Do you have a passion for helping keep crime victims safe?**
- ❖ **Are you looking for fulfilling work?**

If you enjoy community outreach, want to positively affect victims' experiences with criminal justice systems, and are seeking a supportive work culture, then County Sheriffs of Colorado (CSOC) is the place for you!

Our employees are proud of the work they do and believe in the value they bring to the organization and the public. As a small team we recognize the importance of teamwork and building relationships. Our work is important and seemingly never ending, but we acknowledge the need for personal wellness and laughter along the way.

CSOC is a non-profit organization dedicated to preserving the Office of Sheriff by providing relevant programs and support to all county sheriffs' offices within Colorado. We do this by providing educational and professional development to all law enforcement, promote public safety initiatives and programs, and support law enforcement and public safety personnel in times of stress and need.

The Victim Information and Notification Everyday (VINE) is a program we are proud to provide as part of our public safety work impacting victims of crime and peace officers. VINE is a statewide, proactive notification system that sends an automatic alert to victims anytime the offender's custody status changes.

We are currently seeking a Program Manager for the VINE program to join our team of dedicated employees.

Benefits for Full-Time Employees:

- Remote/telecommuting options
- Flexible schedule options
- 16 hours of paid time off earned each month (192 hours annually)
- Paid time off for most federal holidays
- 2 paid personal holidays each year
- 100% employee premium for medical and dental insurance
- Retirement fund with 7% company contribution and optional employee contributions

Salary Range from \$50,000 - \$55,000 annually

### **JOB OVERVIEW**

This position is a full-time exempt employee role, reporting directly to the Executive Director. The VINE Program Manager (PM) is responsible for managing all aspects of the VINE program in Colorado.



This will include:

- Provide training and education on the program to new and potential users such as victim advocates, peace officers, district attorneys, etc. Communicates changes or new product information as needed.
- Promote awareness of VINE program through community outreach efforts at conferences, presentations and educational booths and displays.
- Establishes agency personnel access to VINE secure websites and manages user needs, questions, and training.
- Coordinates contracts and agreements with the system provider, Appriss.
- Works with the Executive Director to procure and manage funds for the VINE program.
- Provides quarterly reporting of performance metrics to the Colorado Division of Justice.
- Tracks VINE program expenses and income ensuring adherence to budget and proper and consistent recording within the accounting system.
- Manages grants and other funding sources, providing required reporting, tracking and payments.
- Manages VINE website and social media accounts, providing updated information and resources for users and potential partners.

**EXPERIENCE:**

The ideal candidate will have experience in planning and delivering adult training programs, supporting system upgrades, and coordinating with vendors, volunteers and users of programs. Requirements Include:

- Ability to collaborate effectively across organizations for the purpose of providing high quality outreach and training programs to a variety of audiences throughout the state.
- Understanding of the Colorado Crime Victim Rights Act (VRA) to understand the functionality needed for VINE.
- Proficient in MS Office (Word, Excel, Power Point).
- Aptitude to develop, recommend, and implement new initiatives to increase the effectiveness and influence of VINE within the community.
- Capacity to communicate effectively to all customers of CSOC and VINE while maintaining confidentiality.
- Adept in time management, organization skills, and planning and execution of quality programs within budget.
- Capable of working independently, taking responsibility for program outcomes and growth.
- Willingness to travel to deliver trainings and attend conferences throughout the state.
- Have a valid driver license, ability to meet driving standards, reliable transportation, and proof of insurance.
- Previous law enforcement experience preferred, but not necessary.

Note: Work is conducted throughout the state and may require frequent travel for the purpose of training users and promoting the VINE program.

To apply for this position, please send your resume and statement of interest to [anichols@csoc.org](mailto:anichols@csoc.org)  
Position will be open until filled.