



Children's Justice & Advocacy Center (CJAC)

784 14th AVE. LONGVIEW, WASHINGTON 98632 | PHONE: 360-353-3933

The Children's Justice & Advocacy Center (CJAC) is located in Longview, WA. Our Board of Directors is seeking candidates for our Executive Director position. CJAC leads our community's response to reduce the impact of child abuse by bringing together law enforcement, prosecution, mental health, medical, child welfare, and victim advocacy professionals in a child-friendly setting to investigate abuse and, most importantly, to help children heal from trauma. This is an opportunity to lead a special organization that performs truly meaningful work.

The Executive Director is responsible for managing all aspects of our organization. The position works under the direction of our Board of Directors.

The primary responsibilities of the position include:

- Financial Management
- Personnel Management
- Multidisciplinary Team Facilitation
- Public Relations
- Grant Writing
- Administrative Management

Job Status: Full-time, exempt.

Minimum Qualifications:

- A combination of education, professional experience, and life experience will be considered for this position.
- Must possess a valid driver's license and have access to reliable transportation.
- Must successfully complete a comprehensive fingerprint criminal background investigation and a child welfare background investigation.
- Demonstrated ability to maintain impeccable professional boundaries and confidentiality.

Additional Considerations

- Includes occasional travel outside of the local area for meetings and training.
- This position results in exposure to traumatic content.
- This position may require occasional work hours in excess or outside of the normal workweek.

The Children's Justice & Advocacy Center (CJAC) values diversity, equity, and inclusion, and strives to reflect the diversity of our community at large in our staff, board membership, and volunteers.

Interested individuals who meet these qualifications should submit a letter of interest and resume to edcjac@cowlitzcjac.org. The position will remain open until filled.

Please visit <https://www.cowlitzcountycjac.com/> to learn more about our organization.