

Job Posting

Office of the Child's Representative (OCR)

Title: OCR Training Assistant

Job Location: Denver, Colorado

Salary Range: \$5,338 - \$6,540 per month*

Employment Type: Full-Time (40 hours/week); benefits and PERA eligible

Apply By: 7/14/2024 (by 11:59 p.m. Mountain Time)

*Each position within the Judicial branch has a certain salary range assigned to it. Based on experience and other factors, newly hired employees typically begin their employment towards the beginning of the pay range.

OCR MISSION

The [Office of the Child's Representative \(OCR\)](#)'s mission is to give children and youth a voice in Colorado legal proceedings through high-quality legal representation that protects and promotes their safety, interests, and rights.

OCR VISION

Justice, opportunity, and healthy families for all court-involved children and youth.

OCR VALUES

- **Accountability:** Colorado's children, attorneys, families, and communities can count on OCR to ensure that each decision we make and action we take advances our mission in a fair, equitable, inclusive, and transparent manner.
- **Efficiency:** OCR strives to accomplish its mission and conserve resources by streamlining efforts, adhering to deadlines, resolving conflict constructively, and honoring well-defined projects, processes, and roles. We balance our drive to achieve with thoughtful planning and implementation.
- **Empowerment:** OCR cultivates an environment of respect, honesty, and equity. We value the diverse experiences and expertise of the children we serve, our attorneys, and our staff. We invest time to reflect and connect, focus on strengths, value feedback, and recognize success. We stand for justice and support each other in our mission to empower children.

OCR OVERVIEW

OCR is an independent agency within the State of Colorado Judicial Branch that supports and oversees attorney guardians *ad litem* (GAL), child's legal representatives (CLR), and counsel for youth throughout the state. OCR contracts with approximately 275 attorneys to provide these services and employs 12 attorneys and five case consultants in its Colorado Springs Office. OCR is responsible for payment and oversight of attorney services in 11 case types, including but not limited to dependency and neglect (D&N), delinquency and direct file, domestic relations, probate, paternity, and truancy.

GENERAL STATEMENTS OF DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION

The OCR Training Assistant is a new position for OCR effective July 1, 2024, and is exempt from overtime under the Federal Fair Labor Standards Act, serving at the pleasure of the Executive Director of the Office of the Child's Representative. All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring.

OCR's training program ensures that attorneys remain current in state and federal law and regulations, social science research, and evidence-based practices impacting the representation of children and youth. The

Training Assistant will provide project management along with technical and administrative support to the Training Director.

Specific responsibilities include, but are not limited to:

Assist in the development and maintenance of a comprehensive training program.

- Support event planning activities
- Complete administrative tasks that contribute to the efficient and effective maintenance and delivery of the training program
- Develop, implement, or maintain internal systems to maximize training delivery efforts, track attendance and training compliance, and identify training needs
- Work with staff to plan and implement new and ongoing training policies and procedures
- Manage mentor program logistics, correspondence, and tracking

Assist in the delivery of training that is timely, accessible, and innovative.

- Lead all technical facets of OCR trainings, including advertising, logistics, registration, CLE credit, and AV support
- Assist with pre, post and day-of training and administrative tasks for all training events
- Coordinate scheduling and communications on trainings with speakers, attendees, vendors, and venues
- Assist with the coordination and development of training agenda and materials
- Support OCR's efforts to ensure training is accessible remotely by hosting virtual trainings on a variety of virtual platforms
- Stay abreast of relevant programs, technology changes, enhancements, features, and accessibility
- Create graphics and materials
- Assist with OCR's learning management system as assigned
- Organize and coordinate efforts to deliver OCR's two new annual contractor orientation trainings

Assist in maintaining OCR's training resources and website.

- Create institutional memory by maintaining all training related issues, needs, materials and correspondence
- Ensure all training related materials and relevant supplemental resources are readily available to OCR attorneys
- Maintain, update, and enhance the OCR website as necessary
- Maintain, update, and distribute a monthly training email bulletin

Support OCR contract attorneys and staff by working collaboratively in all aspects of OCR's mission.

Any other reasonable activity required by management or leadership, or any other actions required by management.

MINIMUM EDUCATIONAL / PROFESSIONAL QUALIFICATIONS

Applicants must have a bachelor's degree (B.S. or B.A.) in business, public or court administration or related field from a four-year accredited college or university or an associate degree and two years of relevant administrative assistant or training experience or graduation from high school or equivalent and five years of relevant administrative assistant or training experience.

The ideal Training Assistant will have:

- Demonstrated experience with the planning, coordination and/or execution of training or other event types
- Proficiency in the following platforms and programs: Zoom Meeting, Zoom Webinar, Camtasia, Canva (or other graphic design tool), MailChimp (or other email marketing platform)

- Ability to adapt quickly to changing environments, work processes, responsibilities, priorities, strategies
- Value teamwork, take initiative, and are diligent, detail-oriented, and able to prioritize effectively

The successful candidate will be proficient with telephones, copiers, computers, paperless task completion, and the Microsoft Office Suite and will have experience supporting multiple staff and working in a fast-paced, fluid environment. Candidates must demonstrate excellent customer service, interpersonal, and communication skills and must possess the self-motivation required to learn the work, perform consistently, stay organized, and offer solutions with limited supervision.

WORK ENVIRONMENT

This position will begin 100% remotely (working from home with an eventual transition to a hybrid return to the office). Preference will be given to applicants within the Denver metro area.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position occasionally handles urgent situations and may be frequently subject to interruptions, multiple calls and inquiries.

OTHER DUTIES/TRAVEL

The OCR is a small office that must adapt to changing needs quickly, and special projects or duties outside the primary scope of the position may be assigned by the supervisor or Executive Director. The OCR serves the entire state of Colorado, and agency needs may require travel to events outside of the Front Range, including meetings and conferences (state and national). The estimated amount of work time related to travel outside of the Front Range for this position is less than 15 percent.

HOW TO APPLY:

Application packet must include the following:

- 1) Cover letter
- 2) Resume (Please note that per [C.R.S. 8-2-121 Job Application Fairness Act](#), you may redact information that identifies age, date of birth, or dates of attendance at or graduation from an educational institution.)
- 3) Minimum of three professional references
- 4) In a separate document, please provide a written response to the following two prompts:
 - Please describe your experience with event planning. What type/size of events were you doing and what was your role in the process?
 - Tell us about a project you coordinated or helped coordinate at work. What was your role and approach to planning and implementation?

Email the application packet to michellejensen@coloradochildrep.org by the closing date.

Applications will not be considered that are late, contain documents that are illegible, incomplete or are in a file format we cannot open or read (PDF preferred, Microsoft Word is acceptable). Be sure your application materials specifically address your experience and qualifications for the position described in this document. Successful applicants will be contacted to schedule a virtual or in person interview. Applications received after the closing date/time will not be considered.

The Office of the Child's Representative is committed to providing an environment free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. The OCR is an equal opportunity/affirmative action employer fully committed to achieving a diverse work force. The OCR

invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality and perspective of GAL, CFY and CLR practice.