

Now Hiring

ACCREDITATION SPECIALIST



The Organization

The MN Chiefs of Police Association (MCPA) is a membership organization FOR THE Chiefs of Police across the state. Its mission is to bring the highest quality police services to the people of Minnesota. The MCPA also operates a Foundation, whose mission is to advance high-quality, effective policing and strengthen police-community relations.

The Position:

The MCPA is seeking a full-time Accreditation Specialist to support the newly launched Minnesota Law Enforcement Accreditation Program (MNLEAP). The Accreditation Specialist provides critical assistance to law enforcement agencies who are enrolled in MNLEAP and working towards achieving accreditation. This position will work closely with law enforcement agencies to help them navigate the process and requirements of the program. The position will provide support to the MNLEAP Director and MCPA Executive Director to help with short term and long-term objectives to ensure program success.

The Accreditation Specialist will work with stakeholders, partners and law enforcement agencies to establish a full understanding of the MNLEAP Process Manual and MNLEAP Standards Manual. The Accreditation Specialist will focus on helping small to midsize law enforcement agencies as well as agencies located in greater Minnesota. The position will also assist the Program Director with annual reporting requirements and efforts to market and explain MNLEAP to interested and engaged agencies.

Location and Hours:

The position is hybrid and will be performed both on-site at the MCPA Offices located at 803 Old Highway 8 NW, New Brighton, MN, and remotely as the job duties require. The position will require reliable transportation to and from the MCPA Office and other locations within the state

when required. Work hours are flexible with the exception of meetings that generally occur Monday to Friday between 8 a.m. and 5 pm.

Job Responsibilities:

- Support the Accreditation Director and Executive Director in the execution of their MNLEAP duties, including the coordination of communication between enrolled agencies and the MNLEAP Office
- Respond to law enforcement MNLEAP inquiries received through phone calls, voicemails, and emails
- Assist with Recruiting and Training Accreditation Assessors who help agencies navigate the MNLEAP Process and Standards Manuals
- Become proficient with the MNLEAP Software and be prepared to provide technical support to agencies
- Develop an in-depth understanding of the MNLEAP process, requirements, and standards
- Work with eligible agencies to help them secure the DOJ-funded Micro Grants and help administer the Micro Grants
- Effectively communicate with law enforcement agencies regarding the details and obligations of MNLEAP
- Help with the administration of the COPS DOJ Grant

Qualifications:

- Minimum of 10 years of formal education, training, or experience in public safety administration or program coordinator role or in a position with relevant knowledge, skills, and abilities demonstrated
- Strong proficiency with Microsoft Office applications and Google Suite.
- Task-oriented with an attention to detail
- Exceptional planning or organizational skills
- Excellent verbal and written communication skills

The Ideal Candidate also has:

- Experience with accreditation programs
- Experience with public safety development and policies
- Experience with project management
- Ability to flex schedule as needed based on workload

Compensation:

\$70,000 salary; 401K employer contribution match up to 3%. Paid Vacation and Holidays.

To Apply :

Please send a resume and cover letter to jeff@mnchiefs.org. If you have questions about the position, call 952-292-1128.