

## **ICAC Investigations Specialist – Job Description**

### **Zero Abuse Project**

The ICAC Investigations Specialist will serve as Project Director on two federally-funded training grants, and will provide expertise and work on other federal grants and special projects. The ICAC Investigations Specialist will be responsible for overseeing the development and delivery of in-person and web-based training on internet crimes against children investigative topics, and will take a leadership role in developing child abuse investigations content for grant training courses and webinars. The ICAC Investigations Specialist will provide ICAC expertise for experiential training activities; provide guidance on child maltreatment investigations; serve as a liaison to law enforcement professionals; and market the grant training opportunities to ICAC Task Forces. The ICAC Investigations Specialist will serve as the main liaison with external consultants and contractors to ensure seamless course and webinar content development and delivery. The ICAC Investigations Specialist will also ensure that grant expenditures are appropriate and that grant activities are properly tracked and reported.

#### **Responsibilities:**

##### *Project/Grant Management (75%)*

- Assume ultimate responsibility for the execution and oversight of two federal grants
- Develop and deliver experiential, multi-day, in-person training courses and advanced webinars for ICAC Task Forces, investigators, and allied professionals on investigating technology-facilitated crimes against children, with an emphasis on obtaining search warrants, digital evidence seizure, and suspect interrogation
- Develop state-of-the-art curricula and deliver presentations on child abuse investigations to law enforcement personnel and partners on technology topics such as digital assets and cryptocurrency, child exploitation CyberTips, Open-source Intelligence (OSINT), and the dark web
- Identify and collect legal process documents for inclusion in a law enforcement portal
- Provide law enforcement and ICAC expertise on all grant deliverables
- Oversee the grant budgets, including reviewing and approving all grant expenses for necessity, reasonableness, allowability, and appropriateness of costs
- Manage the work and oversee the performance of project staff, consultants, and contractors
- Ensure that all grant activities and deliverables are met, within budget, and properly reported to the Department of Justice
- Serve as the main liaison between Zero Abuse Project and the Department of Justice's training and technical assistance providers to communicate grant training opportunities and understand the needs of law enforcement personnel being served by the grants
- Ensure the appropriate evaluation of in-person and web-based trainings
- Represent Zero Abuse Project at national conferences to raise awareness about the training and resources available via the grants
- Further Zero Abuse Project's strategic plan by integrating a diversity, equity, and inclusion lens into all grant products

##### *Content Development and Delivery (20%)*

- Create and conduct webinars and training videos for ICAC investigators, prosecutors, and other professionals working on child abuse cases

- Support the development of publications addressing basic and emerging child abuse-related issues for the field
- Develop template documents, articles, workshops, and other resources for law enforcement personnel and ICAC investigators
- Keep current on active investigation strategies, legislation, technology policies, and cases impacting investigators

*Technical Assistance Provision (5%)*

- Provide comprehensive technical assistance to investigators on a wide range of child abuse and technology-facilitated crimes

**Minimum Qualifications**

- Work Experience: 10+ years of experience working child abuse/child maltreatment criminal investigations, including 5+ years of experience working technology-facilitated/ICAC criminal investigations
- Demonstrated project management skills
- Demonstrated substantive and specialized knowledge in investigating and prosecuting child abuse cases involving technology-facilitated crimes
- Demonstrated expertise in developing and delivering training for law enforcement professionals
- Strong expertise in search warrants, digital evidence seizure, and suspect interrogations in crimes against children cases
- Proficient in common office technology programs (MS Office, Google Suite, etc) and ability to learn new platforms

**Preferred Qualifications**

- Experience working on a state or federal grant
- Experience in a non-profit setting
- Expertise in the key functions of the internet, OSINT, digital assets and cryptocurrency, common applications and platforms, trends in the proliferation of online child sexual exploitation, selection of appropriate legal process, and working with service providers to obtain data
- Expertise in utilizing cybertips and OSINT
- Knowledge related to dark web investigations, the use of cryptocurrency in technology-facilitated crimes, and the investigative value of forensic interviews in crimes against children cases
- Experience overseeing budgets

**Travel**

- Ability to travel multiple days per month to deliver or supervise the delivery of trainings once training materials are developed

**What Else You Should Know**

- \$90,000-\$95,000 annual salary commensurate with experience
- Reports to the Chief Program Officer, Victim Services

- FLSA exempt position
- 100% FTE position with a flexible schedule
- Remote position - can be based anywhere in the United States with a reliable internet connection and easy access to a major national airport

### **To Apply**

Send the following materials to [careers@zeroabuseproject.org](mailto:careers@zeroabuseproject.org):

- Cover letter
- Resume

Please use the subject line 'ICAC Investigations Specialist – [your name]' and include all materials as attachments.

Zero Abuse Project is committed to being a diverse and inclusive organization that promotes equity and dismantles systems of power and privilege. We know that high-performing teams include people who can share new and unique perspectives. We encourage all qualified applicants to apply, especially people of color and those who identify as a member of a historically marginalized group. Zero Abuse Project is proud to be an equal opportunity workplace.

Zero Abuse offers an excellent benefits package including: health, dental, and vision insurance, 401(k) retirement plan with match, disability insurance, life insurance, and generous paid time off.