



# Forensics Proficiency Testing

Collaborative Testing Services

**Position Bulletin:**  
**Forensics Program Coordinator**

**Opening Date:** January 2024

**Closing Date:** Until filled

## Job description

Our company is seeking a detail-oriented individual for a position as a Forensics Program Coordinator. Responsibilities include the planning and production of forensic proficiency test samples, the analysis of client results, and the creation of reports. CTS is not a forensics laboratory and the position does NOT require laboratory benchwork or courtroom testimony. This is a full-time, exempt position.

Job Type: Full-time, Starting Salary: \$50,000.00 - \$65,000.00 per year

Location: Sterling, VA 20166, Hours: Monday – Friday 8am -4:30pm, Work remotely up to two days per week

## To Apply

To be considered, submit your **resume** and a **cover letter** stating the reasons for your interest in the position and explaining what skills or experiences make you qualified for this job to [fsjobs@cts-interlab.com](mailto:fsjobs@cts-interlab.com). A transcript may be submitted with your submission or subsequently requested if you are a recent graduate.

## Position Responsibilities:

- Plan and coordinate production activities for a variety of tests following CTS' quality system
- Manage client data including review/analysis of statistical results
- Produce and disseminate client reports
- Attend technical meetings, educational opportunities, and trade shows as a vendor
- Work regularly with customers
- Research and develop new proficiency tests
- Travel domestically (2-4 times per year)

## Qualifications:

- Minimum of a Bachelor of Science in Forensic Science, other related fields, or relevant experience
- Education/Experience in the Forensic field is strongly desired
- Strong attention to detail and the ability to review and analyze data
- Ability to understand technical information
- Self-motivation and the ability to work independently
- Strong customer service and written/oral communication skills
- Familiarity with laboratory accreditation or quality assurance systems is also beneficial

Background check will be required prior to hiring. Hep B and COVID vaccinations are required.

Collaborative Testing Services (CTS) is a small, employee-owned private company located in Sterling, Virginia that has operated interlaboratory testing programs for a variety of industries since 1971. Our clients include forensics, metals, polymer, agriculture, wine and forest product laboratories from more than 100 countries. CTS sets the standard for interlaboratory programs and serves a vital role in helping laboratories demonstrate the reliability of their test results.

## Benefits

Experience the benefits of working in a 100% employee-owned company. CTS offers a generous and comprehensive benefits package, including: company paid medical and dental, paid time off, 2 separate company-funded retirement plans, group life insurance, long-term disability insurance, education assistance program, and a profit-sharing program.