



# Forensics Proficiency Testing

Collaborative Testing Services

Position Bulletin:  
Forensics Program Coordinator

## 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: \$60,000.00 - \$70,000.00 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 Forensic Biology/DNA tests following CTS' quality system
- Manage client data including review/analysis of statistical results
- Produce and disseminate client reports
- Attend/travel to technical meetings, educational opportunities, and trade shows as a vendor (2-4 times per year)
- Work regularly with customers
- Research and develop new proficiency tests

## Qualifications:

- Minimum of a Bachelor of Science in Forensic Science, other related fields, or relevant experience.
- Education/Experience in the DNA Forensic field is strongly desired.
- Detail-oriented: Proven ability to produce accurate and high-quality work.
- Analytical skills: Understanding of technical information and ability to review data for trends.
- Excellent communication: Confidently communicate with customers and colleagues, both verbally and in writing.
- Adaptable and organized: Ability to prioritize and manage multiple tasks in a dynamic environment, while maintaining excellent organizational skills.
- Accountable and responsible: Possesses a high degree of personal accountability and a strong work ethic.
- 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.