



Job Description

Position: MDT Training &TA Project Manager

Agency: Child Abuse Prevention Council of Sacramento

Effective Date: 07/17/2026

Reports to: Training Director

Classification: Non-Exempt

Supervisory Responsibilities: None

Program Description: The CA Office of Emergency Services (OES) Sexual Abuse Training and Technical Assistance Project is a statewide initiative designed to strengthen California's multidisciplinary response to child sexual abuse. The project will develop and deliver a new training curriculum informed by subject matter experts and field professionals and will provide training and technical assistance (TA) to multidisciplinary teams (MDTs) and victim-serving agencies across California. The project includes an integrated Train-the-Trainer model, equipping participants to replicate training within their local communities and expand statewide capacity.

Position Summary: The Multi-Disciplinary Team (MDT) Training & Technical Assistance (TA) Project Manager is responsible for coordinating and managing day-to-day implementation of the OES Sexual Abuse Training and Technical Assistance Project. This includes outreach to partners, conducting research and key informant interviews, supporting curriculum development, coordinating training delivery, tracking and delivering technical assistance, and ensuring all grant activities and reporting requirements are completed on time. The Project Manager will work closely with the training team, subject matter experts, and MDT partners to support training development, delivery, and replication across California.

Essential Duties and Responsibilities

1. Project Coordination (30%)

- Coordinate and manage project activities to ensure completion of grant objectives, timelines, and deliverables
- Develop and maintain workplans, timelines, and tracking systems
- Coordinate internal staff and external partners involved in the project
- Maintain regular communication with CAPC leadership and Cal OES program staff
- Schedule and coordinate meetings, trainings, and project-related activities
- Monitor progress and identify any delays or implementation challenges

2. Research and Curriculum Development Support (25%)

- Attend coalitions, conferences, and networking events to identify and build relationships with subject-matter experts (SMEs), multi-disciplinary teaming agencies, and other individuals and organizations
- Conduct outreach to SMEs, including individuals with lived and/or professional experience across disciplines
- Coordinate key informant interviews, focus groups, and other engagement activities
- Conduct needs assessment to identify training and technical assistance needs of MDT participants

- Support development of a new training curriculum by gathering and organizing input from partners
- Assist with coordination of curriculum review and pilot testing
- Track feedback and support incorporation of revisions into final materials

3. Training & Technical Assistance Coordination (25%)

- Coordinate logistics for virtual and in-person trainings, including promotion, scheduling, registration, and materials
- Conduct outreach to recruit participants from MDTs, victim service providers, and underserved regions
- Support implementation of an integrated Train-the-Trainer model
- Track training attendance, participation, completion, and satisfaction
- Track participant plans to replicate training within their organizations or regions
- Provide coordination support and incentives to agencies conducting local trainings
- Monitor and document replication activities across counties and partners
- Coordinate and support delivery of technical assistance activities, including consultations, coaching sessions, and Communities of Practice
- Maintain ongoing communication with participants to support engagement and follow-up

4. Data Collection, Reporting & Compliance (10%)

- Track outreach, training, and TA activities using internal systems
- Collect and organize participation data, evaluations, and feedback
- Serve as reporting liaison and primary point of contact with project funder
- Lead preparation and submittal of required project reports and documentation
- Ensure all grant activities align with reporting and compliance requirements

5. Internal & External Collaboration (5%)

- Build and maintain relationships with multidisciplinary partners statewide
- Coordinate with CAPC staff across programs as needed
- Attend meetings, trainings, and collaborative groups to support project goals

6. Other Duties (5%)

- Participate in agency meetings, trainings, and events as required
- Support special projects, reports, or events as needed
- Perform other duties as assigned

Minimum Qualifications

Education and Experience

- Bachelor's degree in social work, public health, criminal justice, education, or related field required
- Minimum of 3 years of experience in program or project coordination or management required
- Experience working with child- and family-serving systems preferred (e.g., child welfare, behavioral health, victim services)
- Experience coordinating trainings, meetings, or multi-partner initiatives preferred

General Knowledge

- Knowledge of child abuse prevention, victim services, multi-disciplinary teaming, or related systems strongly preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms
- Strong written and verbal communication skills

Organizational Ability

- Strong attention to detail and ability to manage multiple tasks simultaneously
- Ability to prioritize work and meet deadlines
- Ability to track and organize data, schedules, and project materials

Communication and Relationship Skills

- Ability to build and maintain positive working relationships with diverse partners
- Ability to communicate clearly and professionally with stakeholders at all levels
- Ability to work collaboratively within a team environment
- Ability to engage with communities in a culturally responsive and respectful manner

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.
- Ability to adapt messaging to meet the needs of the target audience.
- Ability to develop, plan, and implement short, mid, and long-range goals.

Physical/ Psychiatric Requirements:

- Ability to maintain regular and reliable attendance, including in-person requirements
- Ability to manage a fast-paced work environment and shifting priorities

- Ability to lift, carry, push, and pull up to 20 pounds.
- Ability to engage in work involving sensitive and potentially difficult topics with professionalism

Other Qualifications

- Must possess a valid California Driver's License and reliable automobile and automobile insurance.
- Ability to travel within California, including occasional overnight travel
- Ability to work occasional evenings or weekends as needed
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Registry Website (NSOPW) as well as Truescreen (Background check).

The CAP Center operates in a hybrid work environment. In-person presence may be required to support trainings, conduct outreach, and attend meetings with partners and stakeholders. Regular engagement, including in-person travel, with partners across California, including rural regions, is expected.

Acknowledgement:

Employee: _____

Date: _____

Training Director: _____

Date: _____