

## Job Description



**Position:** Project Manager, OES Statewide Coordination and TA

**Agency:** Prevent Child Abuse California

**Date:** 11/14/19

**Reports to:** CFRA Program Manager

**Classification:** Exempt

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### Program Description

The California Governor's Office of Emergency Services (Cal OES), Victim Services Branch, funds the Statewide Child Abuse Training and Technical Assistance (CC) Program through the Child Abuse Prevention Center. The purpose of the CC Program is to provide leadership and resources to California's child abuse treatment centers. In 2017, child abuse treatment centers selected the Coalition for Victims of Child Abuse (CVCA) as the name for their network-building initiative.

Founded in 2005, the California Family Resource Association (CFRA) is a statewide membership association of 350 organizations that serve children and families. Our purpose is to advocate for the programs, policies, and resources that enable our members to build strong families and communities. We do this by shaping and impacting public policy, building the capacity of our member-organizations, and supporting the development of networks and coalitions.

### Position Summary

The OES Statewide Coordination and Technical Assistance (TA) Project Manager is responsible for activities that support CVCA and CFRA, including but not limited to, managing the CVCA Statewide CC Program under the Cal OES grant and supporting CFRA's work in conjunction with the CFRA Program Manager. The CVCA CC program provides leadership, coordination, and resources to approximately 80 child abuse treatment centers (OES sub-recipients) across California. In addition, the Statewide Coordination and TA Project Manager will work collaboratively with the California Family Resource Association (CFRA) to coordinate efforts within the family strengthening field by building capacity in CFRA members to promote statewide advocacy efforts.

### Essential Duties and Responsibilities

#### 1. Manage Statewide OES Child Abuse Training and Technical Assistance (CC) Program

- Develop a statewide action plan to engage and assemble professionals and representatives from statewide child abuse treatment agencies (OES sub-recipients) to establish a strong and active coalition to support child victims.
- Develop and maintain strategies to provide statewide technical assistance to the OES sub-recipients and other service providers through technical assistance requests, as well as e-mail and telephone requests.

- Coordinate multidisciplinary trainings and/or summits that accommodate varying levels of knowledge and skill and facilitate networking opportunities.
- Work with the Chief Program Officer and Strategies 2.0 Director to develop trainings on topics identified by OES sub-recipients and others in the child abuse treatment field, including but not limited to, Trauma Informed Services, Voluntary Participation Services, non-profit administration/management, and/or other critical issues related to core services of child abuse service providers.
- Maintain regular communication with OES sub-recipients, ally organizations, and individual members through communications on child abuse issues, including but not limited to blog posts, listserv, social media communications and other materials and informational packets.
- Develop and maintain the CVCA website, including seeking and using feedback from CVCA representatives on creating and improving the website to best meet their needs.
- Work with the Child Abuse Prevention Center's On-line Senior Training Specialist to develop and update on-line trainings for CVCA OES sub-recipients.
- Develop and implement a plan to promote utilization of the website, technical support, and on-line trainings to the CVCA.
- Develop and maintain regular communication with Cal OES program specialist on the various projects created for OES sub-recipients.
- Facilitate communication between OES and OES sub-recipients.
- In conjunction with the CFRA Program Manager, manage program budgets, grant timelines, deliverables, activities, and reports.
- Maintain web-based directory of service providers and professionals, individuals, and agencies in the field of child protection and victim treatment services.
- Assist in the coordination of and dissemination of Child Abuse Prevention Month events and activities to OES and OES sub-recipients.
- Provide ongoing support to partner agencies to ensure program success.
- Conduct various site visits with OES sub-recipients across the state to collect feedback on training and technical assistance needs.

## **2. California Family Resource Association (CFRA) Project Coordination**

- Assist CFRA Program Manager in executing CFRA project goals and objectives.
- Assist CFRA Program Manager in providing support to manage program budgets, grant timelines, deliverables, activities, consultants, participants, contracts, reports and communications of the project.
- Provide support to CFRA Program Manager in managing, coordinating and facilitating participant trainings, including logistical managements, curriculum development and capacity building activities and meetings.
- Leverage partnerships and resources that enhance and support grant projects.
- Coordinate activities related to the CFRA Policy Committee.
- Participate in policy and regulatory meetings.
- Work synergistically with all CFRA staff, members, and its activities to promote and fulfill mission.

### **3. ES and CFRA Membership Development and Engagement**

- Create and aggressively implement a membership engagement and development strategy and plan; develop and manage budget resources according to plan.
- Development customized membership solutions that engage and increase participation in both OES and CFRA memberships
- Provide member support answering questions via phone, email, social media, and manage all online forums.
- Directs, motivates and implements strategies to achieve membership and strategic plan goals and objectives; develops and implements strategies for promoting, enhancing and supporting OES sub-recipients and CFRA members.

### **4. Internal and External Collaboration**

- Work collaboratively and maintain positive working relationships with CalOES staff and CC sub-recipients, and CFRA members, to ensure the successful implementation of grant deliverables and the program model.
- Work collaboratively and positively with other CAP Center teams, including but not limited to: Strategies 2.0, AmeriCorps programs, CAP Center trainers, and the Birth & Beyond program providing support as needed.
- Develop and maintain positive working relationships with child abuse prevention and family support/strengthening agencies statewide and locally.
- As requested participate in meetings, convenings, and networking events to promote positive relationships with social service agencies and community-based organizations.
- Attend and participate in external and internal CAP Center meetings and committees as needed.

### **5. Other Duties**

- Assist with special projects as needed, including but not limited to, the preparation of reports, meetings and the assembly of documents.
- Attend meetings, conferences and trainings, as needed.
- Conduct outreach to promote the CAP Center programs.
- Provide support to agency-wide projects, as needed.
- Perform other duties as assigned.

### **Minimum Qualifications**

#### **Education and Experience**

- Bachelor's Degree from a four-year college or university required.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners required.
- One year of advocacy/public policy experience required.
- Three years of program management/supervision experience required.
- Experience with and/or knowledge of child abuse prevention, child victim treatment, family strengthening and child welfare fields preferred.

- Grant writing and event coordination experience preferred.
- State and Federal legislative experience preferred.
- Experience with maintaining regular communication through online mediums such as blog posts, social media, listserv, and newsletters preferred.
- Demonstrated ability to work with various professional levels, including agency directors, and elected officials.

### **General Knowledge**

- Must be able to read, write, speak and understand the English language.
- Must have excellent writing, editing, and proofreading skills.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to develop and maintain record keeping systems and procedures.
- Must be proficient in MS Word, MS Excel, Outlook, PowerPoint, web navigation techniques, and database management.
- Knowledge of Visio and Publisher preferred.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to maintain the highest professional standard a professional of a confidential work environment internally and externally.
- Ability to prioritize workload and communicate priorities to diverse workgroups.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Excellent critical thinking and problem solving skills.
- Knowledge of family strengthening and parenting education desired.

### **Organizational Ability**

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to manage multiple simultaneous tasks and competing deadlines in an efficient manner.
- Ability to develop and maintain record keeping systems and procedures
- Ability to organize and complete multiple projects efficiently, which may require short completion times.
- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

### **Communication and Relationship Skills**

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform in a team, including asking for, receiving, and offering, support when needed.
- Ability to work, and be culturally responsive, with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.

- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism.
- Able to deal with highly emotionally people on a professional and courteous manner.
- Ability to effectively coordinate, facilitate, and prepare for meetings and trainings.
- Ability to maintain personal and professional boundaries.
- Ability to maintain a professional, confidential work environment.
- Recognizes the need for self-care in effectively managing work duties.

### **Analytical Skills**

- Excellent problem identification and resolution skills.
- Ability to deal with complex situations and to collaborate effectively with personnel internally and externally in order to provide timely and effective problem resolutions.
- Ability to set work priorities.

### **Other Qualifications**

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

If you are interested in an open position, please send your cover letter, resume/ application and salary requirements to:

The Child Abuse Prevention Center  
ATTN: Human Resources  
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North Highlands, CA 95660  
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