

## Job Description



Position: **Project Manager, Cal OES Statewide Coordination and California Family Resource Center TA**

Agency: Prevent Child Abuse California

Date: 09/03/2020

Reports to: CFRA Senior Program Manager

Classification: Exempt

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### Program Description

The Statewide Child Abuse Training and Technical Assistance (CC) Program provides leadership, vision and resources to organizations committed to treating and ending child abuse in California through a statewide coalition – the Coalition for Victims of Child Abuse (CVCA). The program is implemented through a partnership between the California Governor's Office of Emergency Services (Cal OES) and the Child Abuse Prevention Center. CVCA was established in 2016 to improve the quality and impact of services for child victims and their families. Program objectives include promoting coordinated public and private efforts to aid child abuse victims; providing information, resources and referrals to child abuse treatment centers; and providing training, technical assistance and consultation to Cal OES Child Abuse Treatment and American Indian Child Abuse Treatment Program Sub-recipients.

### Position Summary

The Cal OES Statewide Coordination and Technical Assistance (TA) Project Manager is responsible for managing the Statewide Child Abuse Training and Technical Assistance (CC) Program under the Governor's Office of Emergency Services (Cal OES) grant. The 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 closely 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. (50% time) Manage Cal OES Statewide Child Abuse Training and Technical Assistance (CC) Program

- 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.
- Develop action plans to accomplish program objectives.
- Coordinate multidisciplinary trainings and/or summits that accommodate varying levels of knowledge and skill and facilitate networking opportunities.
- In conjunction with the Child Abuse Prevention Center's Instructional Design Senior Specialist, develop online training modules in partnership with CVCA members and Cal OES.

- Work with Chief Program Officer, Strategies TA Director and CFRA Senior Program Manager to develop trainings on topics 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, updating the CVCA website, blog posts, listserv, newsletters, social media communications and other materials and informational packets.
- Develop and maintain regular communication with Cal OES program specialist on the various projects created for OES sub-recipients.
- Facilitate communication between Cal OES and Cal OES sub-recipients.
- Manage program budgets, grant timelines, deliverables, activities, and reports.
- Enhance and continuously improve the CVCA website, web-based member portal and online directory of service providers and professionals, individuals, and agencies in the field of child protection and victim treatment services.
- Provide ongoing support to partner agencies to ensure program success.
- Conduct regular site visits with Cal OES sub-recipients across the state to assess needs, gather suggestions to address needs, and collect feedback on training and technical assistance needs.

## **2. (20% time) California Family Resource Association (CFRA) Project Coordination**

- Assist CFRA Senior Program Manager in executing CFRA project goals and objectives.
- Assist CFRA Senior 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 Senior 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 and Networks Committees.
- Participate in policy and regulatory meetings.
- Work synergistically with all CFRA staff, members, and its activities to promote and fulfill the CFRA mission.

## **3. (20% time) OES 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.
- Develop 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.
- Direct, motivate and implement strategies to achieve membership and strategic plan goals and objectives; develop and implement strategies for promoting, enhancing and supporting OES sub-recipients and CFRA members

## **4. (5%) Internal/External Collaboration**

- Attend coalitions, conferences, and networking events to build relationships with subject-matter experts, family support/strengthening agencies, and community-based organizations who may strengthen local and state-wide social service networks.

- Work collaboratively and maintain positive working relationships with Cal OES and other funders, CFRA members, collaborative partners, and others to ensure successful achievement of grant deliverables.
- Participate in the CAP Center's Program and Collaborative Team activities, work groups, and other areas of shared work.
- Work collaboratively and maintain positive working relationships with other CAP Center teams, including but not limited to: Strategies TA, AmeriCorps programs, Birth&Beyond, Child Death Review and Fetal Infant Mortality Review, CAP Center trainers, Fiscal, and all other CAP Center staff, 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, convening's, and networking events to promote positive relationships with social service agencies and community-based organizations.

#### **5. (5%) Other Duties**

- Acquire and enhance knowledge of existing, new, and emerging trends through reading, trainings, research, conferences, and participation on committees, as appropriate.
- Assist with special projects including, but not limited to, grant proposals, program reports, press releases, assembly of documents, summits, regional gatherings and meetings and other in-person or virtual events.
- Attend conferences and conduct outreach to promote the CAP Center programs.
- Attend and participate in external and internal meetings and committees as needed.
- Provide support to agency-wide and CAP Center wide projects, as needed, including but not limited to, grant proposals, reports, and special events.
- Perform other duties as assigned.

#### **Minimum Qualifications**

##### **Education and Experience**

- Bachelor's Degree in a related field from a four-year college or university required.
- Experience with and/or knowledge of child abuse prevention, child victim treatment, family strengthening and child welfare fields preferred.
- Three years of program management/supervision experience required.
- One year of advocacy/public policy experience required.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners 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.
- Experience in website development and management 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 prioritize workload and communicate priorities to diverse workgroups.
- Excellent interpersonal, verbal, and written communication skills.

- Excellent organizational skills and strong administrative skills.
- Excellent critical thinking and problem-solving skills.
- Ability to maintain boundaries and the highest professional standard as a professional in a confidential work environment internally and externally.
- Cultural competence and ability to operate in a culturally affirming manner.
- Ability to maintain a professional work environment.
- Must be proficient in MS Word, MS Excel, Outlook, PowerPoint, web navigation techniques, online tools, and database management.
- Knowledge of Visio and Publisher preferred.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Ability to develop and maintain record keeping systems and procedures.

#### **. Organizational Ability**

- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational and administrative skills and ability to organize, manage, and complete multiple tasks in an efficient manner, which may require short completion times and competing deadlines.
- Ability to develop and maintain record keeping systems and procedures.
- 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 work effectively in a strength-based manner 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 with and support highly emotionally people in a professional and courteous manner.
- Able to communicate in a professional and courteous manner at all times.
- Recognizes the need for self-care in effectively managing work duties.
- Ability to work through highly emotional meeting topics and confidential information with care and professionalism.
- Ability to effectively coordinate and facilitate meetings and trainings.

#### **Analytical Skills**

- Excellent problem identification 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.

#### **Physical/ Psychiatric Requirements**

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 20 pounds.
- Able to deal with stressful situations.

**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 (within California).
- Must pass a Criminal History check consisting of: DOJ and FBI checks, a search of the National Sex Offender Public Website (NSOPW) as well as Truescreen and Fieldprint.

**Please send cover letter, resume and salary requirements to:**

The Child Abuse Prevention Center

Attn: Human Resources

4700 Roseville Road North Highlands, CA 95660

Fax: 916-244-1935

E-mail: [jharris@thecapcenter.org](mailto:jharris@thecapcenter.org)

***Equal Opportunity Employer***

*The Child Abuse Prevention Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*