

Job Announcement



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

Agency: Prevent Child Abuse California

Date: 7/18/2023

Reports to: Policy Director

Classification: Non - Exempt

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.

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.

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.

3. (40% time) OES-CVCA 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.

4. (5%) Internal/External Collaboration

5. (5%) Other Duties

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.

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: hresources@thecapcenter.org

Equal Opportunity Employer

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