



Oregon Network of Child Abuse Intervention Centers Position Announcement and Description

Position: **Program Manager**

Reports to: **Executive Director**

Status: **Full-time**

Location: **1827 NE 44th Ave., Portland, Oregon**

The Oregon Network of Child Abuse Intervention Centers (ONCAIC) is a 501(c)3 nonprofit and statewide organization providing training, technical assistance, and advocacy in support of Oregon's 24 Child Abuse Intervention Centers (CAICs; Members). We are the Oregon chapter of the National Children's Alliance (NCA). Our centers in Oregon provide a collaborative response for children when there are signs of abuse.

SUMMARY:

The Program Manager is responsible for planning, coordinating, and managing trainings to support the Member centers (CAICs) and other professionals working within the field of investigation, intervention, and prosecution of child abuse cases in Oregon. The Program Manager also assists CAICs through coordination of quarterly Membership meetings and technical assistance to help CAICs achieve NCA Accreditation (best practices for Child Abuse Intervention Centers, known as Children's Advocacy Centers nationally).

ESSENTIAL FUNCTIONS:

- Work throughout the year to plan and implement the Oregon Child Forensic Interview Training (OCFIT), including budget development and monitoring, scheduling/coordination of training events, facilities, and training faculty members, preparation and follow-up, and ongoing curriculum improvement efforts
- Plan for, promote, and oversee development and delivery of new trainings
- Establish and maintain productive working relationships with consultants, vendors, training faculty members, and other Member center staff involved in ONCAIC events and projects
- Facilitate meetings in-person and remotely through conference call and/or video conferencing
- Support the Executive Director in providing existing and emerging member Centers with outreach, technical assistance, consultation, and training regarding ONCAIC services, the Multidisciplinary Team (MDT) response to child abuse, the mission/activities of CAICs, and/or other related topics
- Assist with grant development and oversee the implementation of program grants and contracts
- Ensure effective coordination and facilitation of ONCAIC training events and meetings
- Assist the Executive Director in the development, monitoring, and management of event budgets related to Membership meetings, projects, trainings and/or events
- Actively seek out resources for continued growth and development of CAICs in Oregon and communicate knowledge gained to a variety of stakeholders/audiences
- Represents ONCAIC locally, statewide, and nationally at conferences, partner meetings, tabling events, etc.
- Lead other special projects as needed, which may include budget development and monitoring, logistical assistance, and facilitation and coordination of participating partner agencies
- All other duties as designated by the Executive Director or added to the scope of this position

QUALIFICATIONS:

- Associate or Bachelor Degree, preferably in a social service, public health, public administration, child development or criminal justice field; Master Degree, preferred
- Experience in management/leadership of project teams
- Relationship building, conflict resolution, and meeting facilitation skills
- Experience planning, scheduling, coordinating, and/or facilitating projects, committees, events, etc.
- Proficiency with Mac OS, Word, Excel, PowerPoint, and Gmail

A BACKGROUND IN THE FOLLOWING ARE DESIRED BUT NOT REQUIRED:

- Experience in development of training curriculum
- Experience working for a membership association
- Experience working from a statewide lens
- Experience working in the field of child abuse prevention, intervention, and/or healing
- Knowledge of adult learning cycles and learning styles
- Knowledge of basic dynamics of child physical and sexual abuse and impact child maltreatment has on child victims and protective family members
- Knowledge of the multidisciplinary team approach to the investigation, intervention, and prosecution of child abuse cases
- Experience working with or as a staff within a Child Abuse Intervention Center (Oregon) or a Children's Advocacy Center (Nationally)
- Experience in social media, website maintenance, communications

PROFESSIONAL ATTRIBUTES:

- Strong attention to detail and oral/written communication skills
- Self-driven; Able to be productive and to thrive in a flexible and autonomous work environment
- Manages time, resources, and complex workload priorities well
- Ability to be effective in presenting ideas, transmitting information, and conveying concepts to individuals or groups of people of varying educational, cultural, and experience levels
- Promotes a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values
- Ability to routinely and consistently exercise professional discretion and judgment
- Performs job duties in accordance with professional ethics and organizational policies and procedures
- Demonstrates professionalism and maintains composure in high stress situations
- Ability to embrace change and tolerate ambiguity and to model these competencies for others
- Ability to maintain strict confidentiality

OTHER INFORMATION:

- ONCAIC provides medical, dental and vision insurance, paid holidays, and a generous Paid Time Off (PTO) plan
- ONCAIC Position may involve some evening and weekend hours
- Travel is required for training/professional development and for ONCAIC training and membership events and for providing outreach and technical assistance services on-site at existing and/or emerging member centers (approximately 30% of time)
- Lifting of office and/or training supplies, materials, and equipment (up to 20 lbs.)
- Employment dependent upon the successful completion of a background check, including criminal and child protection clearances

SALARY: \$50,000 - \$55,000 DOE

To Learn More about our work - ONCAIC: www.childabuseintervention.org; NCA: www.nationalchildrensalliance.org

To apply please submit the following to jobs@childabuseintervention.org by July 24, 2018:

- A cover letter addressing the required/desired qualifications and presenting any other applicant characteristics that deserve emphasis
- Current resume

Oregon Network of Child Abuse Intervention Centers is an equal opportunity employer committed to the principles of diversity, equity, and inclusion.