

South Carolina Network of Children's Advocacy Centers

P.O. Box 2195, Columbia, SC 29202 | admin@cac-sc.org | 803-256-0741



Job Title: Program Director
Reports To: Executive Director
Date Updated: 10/19/17

For more information visit our website:
www.cac-sc.org

SUMMARY

The Program Director will work with the Executive Director to ensure the smooth and effective functioning of all programs, training events, conferences, and technical assistance efforts of the South Carolina Network of Children's Advocacy Centers (SCNCAC).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: *Other duties may be assigned.*

- Coordinate, oversee, administer or assist with all programs and special projects to include, but not limited to Building Resiliency Training, Board Member Bootcamp Training, Victim Advocate Training, Forensic Interview Peer Review, Mentoring Program, Outcome Measurement System, etc.
- Coordinate, oversee and conduct training, technical assistance, and CAC/MDT professional development plans as directed by the Executive Director.
- Assist the Executive Director with technical assistance to support the efforts of Associate/Developing Children's Advocacy Centers (CACs) in South Carolina to become accredited members of SCNCAC and the National Children's Alliance (NCA). Work collaboratively with the Executive Director and CACs in South Carolina to identify and communicate needs of individual programs and the potential role of the Chapter in addressing those needs.
- Maintain familiarity with child abuse and Children's Advocacy Center research and disseminate relevant information to members as necessary.
- Assist with development and distribution of the SCNCAC monthly newsletter.
- Assist with gathering and analyzing data to develop the biannual SCNCAC salary survey.
- Assist with gathering and analyzing data for development of SCNCAC annual CAC service area gap maps.
- Oversee planning, development, and onsite coordination of SCNCAC training events and programs.
- Work with Executive Director, Chapter membership, and other stakeholders to develop and implement new training initiatives.
- Help to promote training, technical assistance, and other services of SCNCAC. Initiate email, phone, and post mail to and among Chapter members to gather and share information relevant to technical assistance and training needs.
- Design and prepare educational aids and materials to include presentations, printed materials, web pages, and training curricula.
- Summarize evaluation reports to determine the effectiveness and impact of training and technical assistance provided by SCNCAC.
- Maintain updated technical assistance and training records for SCNCAC.
- Attend and participate in SCNCAC membership meetings and additional meetings as directed by the Executive Director.
- Serve as the central clearing house for information about training and other programs of SCNCAC.
- Assist with maintaining and keeping current the portions of the SCNCAC website that support training programs.
- Assist with maintaining and keeping current the SCNCAC social media presence.
- Represent SCNCAC at collaborative meetings when assigned by the Executive Director.
- Maintain accurate records on time worked and activities conducted.

REQUIREMENTS include the following:

- Proven work experience in coordinating multiple training events in an organizational setting.
- Adequate knowledge of learning management systems and web delivery tools.
- Familiarity with traditional and modern training methods and techniques.
- Proficiency with MS Office and/or similar database and word processing programs.
- Familiarity with the Children’s Advocacy Center model preferred.
- A valid driver’s license and reliable transportation
- Strong communication and organizational skills with the ability to handle multiple assignments.
- Bachelor’s Degree in Education, Training, or related field. Applicants with equivalent training and/or work experience will also be considered.

EMPLOYMENT STATUS

The Program Director is a grant-funded, full time salaried position of SCNCAC. The position requires at least 40 hours of work per week and the Program Director will often work a flexible schedule to accommodate the technical assistance and training needs of SCNCAC and its member CACs. Frequent travel in South Carolina will be required. Occasional travel outside of South Carolina may be required.

The worksite location is the SCNCAC offices in downtown Columbia, South Carolina when not conducting work related travel.

Salary range: Salary commensurate with experience ranging between \$36,000 - \$46,000. The selected candidate must successfully complete a comprehensive background screening process.

SCNCAC is an Equal Opportunity Employer

Applications are only accepted online at www.cac-sc.org/Employment-Opportunities