

Job Title: Program Assistant
Reports To: Member Services Director
Date Updated: 2/15/25

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

SUMMARY

The Program Assistant will work with the Member Services Director, Program Manager and other SCNCAC Staff to advance Children's Advocacy Center (CAC) services through SCNCAC programming. This includes assisting with the successful implementation and execution of professional development for CAC and multidisciplinary team (MDT) programs promoting the well-being and safety of vulnerable children through the framework of the CAC accreditation standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: *Other duties may be assigned.*
The program assistant will work with all SCNCAC staff, but primarily with the Program Manager to support the following functions of SCNCAC

1. Program Planning and Implementation
2. Program Monitoring and Evaluation
3. CAC/MDT Capacity Building
4. Collaboration with Training Partners
5. Resource Management
6. Community Outreach and Public Awareness
7. Reporting and Documentation of Training Programs
8. Documentation of Technical Assistance Requests

REQUIREMENTS include the following:

- Proven work experience and/or knowledge of the CAC/MDT model preferred.
- Proficiency with MS Office and/or similar database and word processing programs.
- Strong organizational, analytical, and problem-solving skills.
- Excellent communication and interpersonal abilities to work effectively with diverse stakeholders.
- A valid driver's license and reliable transportation
- Strong organizational skills with the ability to handle multiple assignments.

EMPLOYMENT STATUS

The Program Assistant is a grant-funded, **part-time position** of SCNCAC. The position requires **5 to 20 hours of work per week** and the Program Assistants hours of work may vary to accommodate the technical assistance, development, quality improvement, and training needs of SCNCAC and its member CACs. Occasional travel in South Carolina May be required.

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

Hourly pay range: **\$25 to \$35 per hour** commensurate with experience.

The selected candidate must successfully complete a comprehensive background screening process.

Applications are only accepted online at <https://www.cac-sc.org/careers>