

Job Title: CSEC CAC-MDT Statewide Coordinator
Reports To: Executive Vice President
Date Updated: 5/18/26

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

SUMMARY

The Commercial Sexual Exploitation of Children (CSEC) Children's Advocacy Center (CAC) – Multidisciplinary Team (MDT) Statewide Coordinator will report to the Executive Vice President and work to promote and support the MDT response to CSEC cases based at regional CACs across the state with embedded SCNCAC-recognized specialized CSEC MDT programs. This position will coordinate efforts and activities to ensure that the CAC-based CSEC MDT response remains central to intervention and service provision at the two existing and three SCNCAC-identified developing regional CSEC CAC-MDT programs statewide.

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

- Liaise with external partners at the federal, state, and local levels, representing SCNCAC and CACs in forums, meetings, and training relevant to the CSEC CAC/MDT response.
- Provide support and coordination, or participate in, regular forums for training and technical assistance—including CAC regional forums, state Human Trafficking Taskforce meetings, and specialized training and technical assistance for SCNCAC regional CSEC CAC/MDT local coordinators working directly with children and youth who are victims of, or at high risk for, CSEC.
- Offer tailored technical assistance to MDTs and CACs as needed; lead the support of existing and developing CSEC CAC/MDTs as outlined in the SCNCAC five-year regional CSEC CAC/MDT development grant project.
- Maintain a resource directory of specialized service providers, MDT partners assigned to local CAC CSEC MDTs, and CSEC/trafficking interventions; conduct outreach and broker connections on an ongoing basis with all CACs and their CAC/MDT service providers.
- Work with the SCNCAC CEO and Executive Vice President to track relevant federal and state legislation regarding the response to CSEC trafficking.
- Collaborate with the SCNCAC Data Coordinator to actively maintain program-related data.
- Assist with programming to support SCNCAC-recognized regional CSEC CAC/MDT programs in South Carolina in becoming, or maintaining, accredited membership with SCNCAC and the National Children's Alliance (NCA) under the optional CSEC standard.
- Work collaboratively with SCNCAC executive leadership, staff, and CACs in South Carolina to identify and communicate the needs of individual CAC regional CSEC programs and the potential role of the Chapter in addressing those needs through technical assistance.
- Design and prepare educational aids and materials, including presentations, printed materials, and training curricula.
- Maintain updated technical assistance and training records for SCNCAC.
- Attend and participate in SCNCAC membership meetings and additional meetings as directed.
- Serve as the central clearinghouse for information about the CSEC CAC/MDT response at SCNCAC.
- Assist with maintaining and updating the portions of the SCNCAC website that support CSEC information.
- Maintain accurate records of time worked and activities conducted.
- Other duties as required: Please note that the South Carolina Network of Children's Advocacy Centers (SCNCAC) is involved in several grant projects and activities to expand and ensure a quality, evidence-based response to child abuse in South Carolina, which requires flexibility in job duties and assignments. Thus, this job description provides a general overview and is not an exhaustive list of required duties.

REQUIREMENTS include the following:

- 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 and the CSEC MDT response preferred.
- Valid driver’s license and reliable transportation.
- Strong communication and organizational skills, with the ability to handle multiple assignments.
- Bachelor’s degree in a related field. Applicants with equivalent training and/or work experience will also be considered.

EMPLOYMENT STATUS

The CSEC CAC-MDT Statewide Coordinator is a grant-funded, full-time, salaried position with SCNCAC. This position requires at least 40 hours of work per week. The CSEC CAC-MDT Statewide Coordinator will often work a flexible schedule to accommodate the technical assistance and training needs of SCNCAC and its member CACs. Frequent travel within South Carolina may be required; occasional travel outside of South Carolina may also be necessary.

The worksite is the SCNCAC offices in downtown Columbia, South Carolina, when not conducting work-related travel or approved hybrid work activities. This position requires at least two days per week in the office, with hybrid work activities allowed for the remaining workdays at SCNCAC’s discretion.

Salary Range: \$60,000 to \$75,000, commensurate with experience. SCNCAC provides medical, dental, retirement, disability, and life insurance programs for full-time staff. The selected candidate must successfully complete a comprehensive background screening process.

SCNCAC is an Equal Opportunity Employer.

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