



### Program Coordinator

Part-Time Employee: To work with the State Executive Director on behalf of local CACs to strengthen our CAC's ability to serve the child/youth victims in their local communities; to develop valuable trainings and resources available and to foster communication within the Alabama Network of Children's Advocacy Centers; to educate local communities and state agencies about the vital work being done by ANCAC and CACs in Alabama.

Are you a detail-oriented, organized professional looking for a part-time position where you can help make the world a better place? The Alabama Network of Children's Advocacy Centers (ANCAC) assists with prevention and intervention for child abuse by providing public awareness, training and technical assistance to collaborative partnerships with Children's Advocacy Centers (CACs) and multi-disciplinary teams involved in fostering an abuse-free society for Alabama's children. We have a new position for a Program Coordinator who will help us ensure we provide the best trainings and resources for CACs and communicate with the public about the vital work being done by all CACs throughout Alabama. Primary responsibilities include website and social media communications, grant reporting, assisting the State Executive Director, collecting data, researching funding opportunities and identifying areas of need through annual assessments.

Every day in this job you will interact with Children's Advocacy Centers, advance public awareness through website updates and social media outlets and develop resources to strengthen partnerships.

To thrive in this job, we are looking for someone who is passionate about child advocacy and is able to lead others, work independently and enjoys connecting through social media.

The schedule is *approximately* 28-30 hours per week with flexible hours and some travel.

#### A. Communication Projects/Responsibilities

##### 1. ANCAC Website

- a. Update and publicize local CAC activities
- b. Manage ANCAC membership calendars
- c. Manage members pages with up to date information
- d. Update ANCAC's website with valuable articles, photos, links, etc. that reflect the work being done by local CACs and ANCAC
- e. Track and expand the website as reflected in increased subscriptions by ANCAC members and the community

##### 2. Social Media

- a. Post daily, relevant information on Facebook, Instagram and Twitter
- b. Track algorithms to increase engagement with members, donors and communities

## B. ANCAC Trainings and Technical Assistance

1. SRCAC and NCA Collaboration
  - a. Facilitate trainings with local CACs
  - b. Assist with Membership meetings
2. State Executive Director Collaboration
  - a. Assist with the development of annual needs assessment
  - b. Collect and analyze data to facilitate and develop training objectives
  - c. Assist with training and membership communications including registration, CEUs and Certificates of Completion
  - d. Facilitate and manage training venues and hotel reservations if needed
  - e. Grant Research

## C. Accreditation Support

1. Assist the State Executive Director to support of individual CACs seeking to obtain accreditation status with National Children's Alliance
2. Update Chapter Operations Notebook
3. Collaborate with CACs to develop an updated Executive Director's Manual
  - a. ANCAC Standards
  - b. Resources
  - c. Annual Directory
  - d. Templates

## D. Provide Reports as Directed and Needed by State Executive Director

1. Create an Annual Report
2. Update Quarterly Statistics
3. On-going Surveys
4. Grant Reporting

## F. Special Projects

1. Stay current with research, trends, articles and best practices for the CAC sector
2. Other duties as assigned by the State Executive Director
3. Participate in Quarterly Meetings, Events and Trainings

## Skills Needed:

1. Excellent written and oral communication skills.
2. Exceptional customer service skills- Our members are our clients/customers and need to know that they will receive not only quality care but supportive and positive care from ANCAC in a timely manner.
3. Strong Organizational Skills- This position requires heavy multi-tasking, meeting deadlines and accuracy.
4. Adaptability- This position requires someone who is able to adapt and adjust to schedule changes, work assignments and processes.
5. Detail-Oriented- This position requires a high level of accuracy on processes and procedures.
6. Self-Motivated to complete tasks and work remotely if needed.
7. Professionalism- This position requires meeting with volunteers, officials, and MDT members in addition to extreme confidentiality.
8. Ability to exercise creativity and accept direction.
9. Maintain positive working relationships within the Network and with outside agencies.

Requirements:

1. Three-Five(+) years of experience in Non-Profit Management, Grant Operations
2. Bachelor's Degree- Business, Education, Social Work, Finance, PR
3. Proficiency with Excel, Microsoft Word and PowerPoint
4. Three-Five(+) years of experience in Marketing and Fundraising

Position Details:

28-30 hours per week

No benefits included with Part-Time Position

Salary DOE

Reply with a cover letter and resume to: [info@alabamacacs.org](mailto:info@alabamacacs.org)

Deadline: 10/17/22