**JOB ANNOUNCEMENT**

Children’s Advocacy Centers of Pennsylvania (PennCAC) believes that every victim of child abuse deserves a child-friendly, trauma-informed, and evidence-based response that stops abuse and helps victims and families heal from trauma. Established in 2007, PennCAC is a statewide nonprofit membership association of over 40 individual Children’s Advocacy Centers (CACs) in the Keystone State. PennCAC promotes and supports the development, growth, and continuation of CACs and a multidisciplinary approach for the protection of Pennsylvania’s children. PennCAC is committed to strengthening collaboration as well as fostering systemic and societal change to protect and bring healing to children in our state. We support accredited and developing CACs, as well as multidisciplinary team (MDT) partners, to bring evidence-based interventions and life-changing services to children and their families across the state. PennCAC is seeking qualified applicants for the following position:

**Training Manager**

**to oversee PENNCAC’s training and education initiatives for CAC and MDT professionals**

**Hours per week: 37.50 hours per week, FTE**

**Salary: Up to low $50,000s annually**

**Job Description**

Under the supervision of the Executive Director of Children’s Advocacy Centers of Pennsylvania (PennCAC), the Training Manager will lead program initiatives, with a focus on the provision of relevant and impactful training to support a coalition of 40+ Children’s Advocacy Centers (CACs) and Multidisciplinary Teams (MDTs) in Pennsylvania. The Training Manager will work with CAC Members to identify training priorities, oversee all aspects of PennCAC’s annual training program, and support CACs and MDTs as needed. This position will be a key part of a dynamic team of Staff and Board that seeks to improve and expand services for abused children in Pennsylvania through strengthening and sustaining effective and impactful Children’s Advocacy Centers.

**Primary Duties**

* Maintain comprehensive knowledge of all NCA Standards for Accreditation, as well as research studies, forecasts, and trends in the CAC and child welfare field to ensure inclusion in training and technical assistance priorities. Attend conferences and trainings for ongoing professional development to inform best practice in PennCAC training.
* Become familiar with and maintain contact with all CACs and MDTs in PA.
* Support CACs to follow NCA Standards and successfully maintain NCA Accreditation.
* Assess training needs, both formally through an annual survey, and informally through feedback from the field, and use results to prioritize needs and create training programs.
* Lead PennCAC’s Education Committee to oversee training priorities and training implementation.
* Identify and secure experts in the field to provide training to CAC Members and MDT partners, with considerations for consultants that bring diversity and inclusion to PennCAC’s program delivery.
* Collaborate with training consultants to plan trainings, calls, meetings, and workshops that will meet the needs of CAC Members and MDT partners. Training includes Peer Review, specialized Roundtables, and Cohorts.
* Supervise training registrations, attendance, and evaluations of all PennCAC training events, using PennCAC’s Learning Management System Coalition Manager.
* Create recurring curriculum and additional resources/materials, and train on topics as needed, for example Minimal Facts Interviewing and MDT Cross-Training.
* Plan and implement semi-monthly CAC Director’s calls, including development of the agenda.
* Lead and participate in PennCAC Community/Public Awareness activities, for example April child abuse awareness events.
* Oversee and report on Outcomes Management System data for Pennsylvania.
* Collaborate with all PennCAC partners, including but not limited to Northeast Regional Children’s Advocacy Center (NRCAC), MDIT statewide entities, and Pennsylvania CAC Directors
* Promote the Children’s Advocacy Center model and represent PennCAC to external audiences, which may include funders, CACs, state committees, special initiatives, conferences, workshops, etc.

**Secondary Duties**

* Collaborate with the Administrative Coordinator to compile resources and training materials to be added to Coalition Manager’s Resource Library.
* Collaborate with Executive Director and Finance Manager to manage training event budgets.
* Ensure accurate collection of training data and use data to produce the Quarterly Performance Report as well as respond to requests for training data.
* Keep current with all state legislation and definitions relevant to Children’s Advocacy Centers and Pennsylvania child welfare policies.
* Support CACs and MDTs to access resources, including Pennsylvania state funding and assist them to understand grantor priorities and requirements.
* Negotiate with hotels, caterers, and other outside vendors to contract training space, food, equipment and lodging as needed at various site locations for internal and external PennCAC events, using approved government grant rates.
* Perform special projects and other activities deemed necessary by the Executive Director.
* Participate in Staff and Board meetings and retreats as requested.

**Professional Requirements**

* Minimum of a bachelor’s degree in related field
* Knowledge in all or some of the following areas is preferred: Children’s Advocacy Centers and multidisciplinary response to child abuse, as well as child welfare and criminal justice systems
* Commitment to building inclusive professional environments and equitable services for children and families across Pennsylvania
* Exceptional written and verbal skills
* Demonstrated experience with public speaking, including in a training environment
* Personality qualities, including ability to manage multiple projects and timelines, highly organized, detail-oriented, ability to work independently as well as with a team, strong interpersonal skills
* Must have a current driver’s license

**Location**

This position is currently virtual and will eventually be a hybrid of virtual with some in-person trainings and meetings.

**Benefits**

This position offers healthcare benefits, a retirement plan, and paid leave.

**To Apply**

Applicants who are interested in this position and who possess the minimum requirements should submit via email 1) a letter of interest and 2) a resume, to [jobs@penncac.org](mailto:jobs@penncac.org), with the subject line **ATTN: Search Committee Training Manager**

*Children’s Advocacy Centers of Pennsylvania is committed to providing equal opportunity in its recruitment, hiring, and employment practices without regard to race, color, religion, creed, national origin, ancestry, genetic information, disability, sex, sexual orientation, age, military status, veteran status, or status in any group protected by federal, state, and local law. PennCAC is committed to a diverse work force.*