



JOB POSTING – PROGRAMS AND TRAININGS COORDINATOR

If you like to educate others, have a master’s degree in social work, or related field, and know the child welfare system, then this may be the job for you! Use your experience in the development of programs, training curricula and knowledge of child maltreatment to move our mission forward. We need your talents to address the growing need for programs, trainings and materials that will help prevent child maltreatment from ever occurring. This is not an entry level position and requires a commitment to diversity, equity, and inclusion.

About Us:

Prevent Child Abuse Kentucky is a 36-year non-profit agency based in Lexington, KY. We are known for the blue-and-silver pinwheels during Child Abuse Prevention Month, and our annual KIDS ARE WORTH IT! Conference. We also train more than 3,500 people a year on how to prevent child abuse and neglect. We have 3000+ partners and 14 providers who serve more than 12,000 parents/caregivers through our parent education/self-help/support groups. We are a small, but mighty non-profit, with eight staff and a volunteer Board of Directors at 21 members.

The Person Who Joins Our Team Will Be Able To:

- Develop, provide, and coordinate statewide educational trainings.
- Conduct literature research/review to support development and enhancement of agency programs and services.
- Oversee the agency’s provision of CEUs and training credits for various professions.
- Work as part of a team to support agency programs and services.
- Implement plans for program enhancement resulting from the compilation, maintenance, development and analysis of all baseline and subsequent data appropriate to the program.
- Act as a liaison with endorsing and partnering agencies as requested, and work to enhance Prevent Child Abuse Kentucky’s partnership opportunities with such agencies.
- Work as a team to write, research, and submit grant applications and reports to funding sources/others as requested.
- Be part of a team that maintains working knowledge of child welfare existing/ new regulations and policies, trains PCAK staff as needed and identifies programmatic and outreach opportunities for PCAK regarding these regulations, policies, and trends.
- Work with agency staff and advisory committee to manage KIDS ARE WORTH IT! Conference content.
- Receive 1-800-CHILDREN training and provide coverage in conjunction with other staff.
- Maintain professional credentials.
- Serve as part of a team, as requested, to assist with advocacy and legislative priorities as well as public awareness, fundraising and outreach efforts.
- Responsible for other duties as assigned.

This is a full-time salaried position with health and dental insurance, a 401(k) plan and generous holiday, vacation, and sick leave. ANNUAL BENEFITS VALUED AT \$19,000 MINIMUM. The salary range for this position is \$50,000 to \$65,000.

What Makes You Qualified:

- You have a Master’s Degree in Social Work, Public Health, or related field or Bachelor’s Degree with equivalent experience.
- You’ve worked in child welfare and have knowledge of child maltreatment dynamics.
- You’ve researched, developed, and coordinated educational trainings. We don’t just mean taking a Train the Trainer, we mean developing a training from scratch.
- Speaking to a group of five or audience of 500 does not make you nervous, in person or virtually.
- You can effectively lead projects, facilitate a meeting, and keep workgroups on task.
- You can write a short newsletter, Executive Summary, craft an agenda, or author a five-page report.
- You aren’t afraid of technology and are proficient in Outlook, Power Point, Word, Excel, and platforms such as ZOOM or Survey Monkey.

- You are an independent worker, and can problem solve – meaning you are able to think critically through unique problems with no set playbook and quickly implement a path to a solution, and you can toggle effortlessly between big picture strategy and in-the-weeds tactical solutions.
- You aren't afraid of travel, occasional overnight stays or lugging around training equipment. Or pinwheels for that matter.
- We cannot always conduct trainings during normal business hours, so, with notice, you will need to be comfortable with traveling and working after hours.
- You will need to be able to lift and transport at least 25 pounds, have reliable transportation, a valid KY driver's license and pass a criminal and child abuse/neglect background check.

This position involves extensive and in-depth involvement around sensitive topics such as child fatalities, child sexual abuse, physical child abuse and more. If you are not able to accurately provide education and work directly with this subject matter, this position is not for you.

What else are we looking for?

We want to make sure whoever joins our team believes in our work. If you had a cup of coffee with our employees, you would see we are:

- ❖ *Curious* - We strive to learn every day through constant questioning and exploration.
- ❖ *Empathetic* - We are good, genuine people who embrace others' perspectives.
- ❖ *Challengers* - We approach every day knowing we can do better and are never complacent.
- ❖ *Understanding* – We all have obligations outside of work. We don't want you to miss a family event because you are working. We've got ya covered!

Why Should You Apply?

- ❖ Commitment to the wellbeing of employees and their families.
- ❖ Benefits! We are pretty proud of what we are able to offer employees. **From paid time-off, insurance to other great perks valued at over \$19,000, annually.** Past and present employees rate our benefits as excellent.
- ❖ Be a part of the process! We don't know everything, and we don't expect you to either. We value your input and experiences and want you to be a part of decisions and direction.
- ❖ Because going to work where you can impact the lives of others by providing trainings and programs to strengthen families and prevent child abuse is an incredible accomplishment.

Interested?

If you are interested in joining our team, submit a summary of your experience, and how you think you will be an asset to PCAK, in whatever format you deem appropriate. You can submit a standard resume, and cover letter; a video (with embedded link); Power Point Presentation or other vehicle whereby you showcase your expertise and commitment to the prevention of child maltreatment. Your information should be submitted via one of these methods:

Via The KY Nonprofit Network: <http://tinyurl.com/ptcpcakjob>

Via Email: jestepjordan@pcaky.org

Via US Mail:

Prevent Child Abuse Kentucky
Attn: Janna Estep Jordan
2265 Harrodsburg Road, Suite 200
Lexington, KY 40504

No Phone Calls Please

All qualified applicants, including those in protected classes will receive consideration for employment.

Funded in part or in whole with state or federal funds through a contract (#PON2 736 2200003127) with the KY Cabinet for Health and Family Services.