

Partner Engagement Coordinator

REPORTS TO: Director of Partner and Family Engagement

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Columbia, South Carolina

Position Summary

The partner engagement coordinator (PEC) is a full-time position of Children's Trust of South Carolina funded through a federal Community-Based Child Abuse Prevention (CBCAP) program -Title II. This position will assist with planning, coordination and administration of convening a state-wide network of family resource centers. The PEC will provide direct support to the South Carolina Family Support Network and engage with family-serving organizations to strengthen collaboration, expand network partnerships, and foster opportunities that grow and sustain the network. Additionally, this position will support the implementation of the Standards of Quality (Standards) framework that trains to improve the skills and knowledge of child-serving professionals, community partners and educators throughout South Carolina and address issues relative to the prevention of child abuse and neglect.

Duties and Responsibilities

Under the guidance of the Director of Partner and Family Engagement, (DPFE), coordinate the strategic development and implementation of family support and parent leadership in existing Children's Trust primary prevention programming initiatives, based on local need and previously developed and implemented initiatives of the organization. These initiatives include a network of family resource centers (FRCs), evidence-based home visiting models, Strengthening Families Program (7-17), and Triple P (Positive Parenting Program) coalitions. Parental and family engagement will be rooted in the development of network connections and concerted interventions.

Coordinate and facilitate virtual and in-person convenings of the network to strengthen connections, align the collective impact of the work across the state, foster peer learning, share resources, and build family resource center capacity. Provide and/or coordinate training and technical assistance using the National Family Support Network frameworks and resources and Children's Trust prevention and educational trainings, in coordination with Children's Trust director of training, while engaging with other family support networks for guidance, site visits, and shared learning opportunities.

Lead an intentional outreach strategy to engage family-serving organizations, providing technical assistance and connecting them to resources that strengthen their growth and development, such as the South Carolina Family Support Network, Children's Trust prevention and educational trainings and the National Family Support Network.

Assist in coordination and monitoring of programmatic performance, fidelity, compliance and implementation of grant deliverables of each site, via site visits, bi-monthly calls, quarterly progress report review, and collaboration with national program model developers and TA providers, in coordination with Children's Trust team leads and members.

Develop and distribute the monthly, informational correspondence for Family Support Network and other stakeholders with support from DPFE.

Assist in all aspects of Community-Based Child Abuse Prevention (CBCAP) program-Title II sub-grants including grant compliance, evaluation, reporting, and renewal plans with the director of partner and family engagement, grants development coordinator, senior grants accountant and director of grants and contract management.

Support and assist the FRC and CBCAP teams in coordination of all reporting to key funders and internal evaluation team.

Support CBCAP-funded leads and partners to systematize their efforts to assure strong implementation of service provision programs, training and technical assistance according to best practices and national standards, including continuous quality improvement (CQI), data collection and fidelity assurance for sites and evaluation and research activities for FRCs, as directed.

Manage the development and implementation of appropriate impact measurements and monitoring of family resource centers and state-wide network in collaboration with Children's Trust director of evaluation, through the use of the QuickBase data portal and strategic evaluation design.

Participate in local and national meetings as it relates to the work, such as monthly meetings convened by National Family Support Network.

Attend and present when appropriate at local, state, and national educational programming to enhance knowledge and professional development, and to assist in identifying current research, key topics, and speakers/consultants for Children's Trust educational programming; participate on state boards, task forces and ad hoc committees when appropriate.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of the organization.

Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Qualifications

Have a bachelor's degree in social work, early childhood education, public health, mental health or other related fields and a minimum of three years related experience in program development working with families and children in the fields of prevention, family support or home visiting; related master's degree preferred.

Spanish speaking fluency is a plus.

Embody vast knowledge of evidence-based, primary care programming and early childhood system development.

Negotiate complex partnerships and be seen as a leader in challenging situations.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally, as needed.

Reliable transportation is essential for this position to ensure consistent attendance and ability to fulfill job duties.

This is a grant-funded position and subject to change.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.

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Employee's Signature: _____ Date: _____

Signature indicates verification of receipt of job description. The job description supersedes and rescinds all previous job descriptions.