



Strengthening Families Program Coordinator – Lowcountry Region

REPORTS TO: Director of Community Initiatives

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Long-Distance Remote

I. Position Summary

The Strengthening Families program coordinator position is a full-time position of the Children's Trust of South Carolina. This position will have responsibility for building awareness, providing education, and supporting activities that promote and implement the evidence-based Strengthening Families Program (SFP) across the state. This position works as part of the Children's Trust team to carry-out all duties and responsibilities in a productive and professional manner. This position is a remote position supporting lowcountry SFP initiatives and the employee will work from home unless another location is specified. Counties served may include Jasper, Beaufort, Berkeley, Charleston, Dorchester and additional lowcountry counties as SFP expansion continues.

II. Duties and Responsibilities

Recommend formalized structures and/or members for the Strengthening Families Program statewide committee as it is developed. Support SFP sustainability efforts in assigned counties as such plans are created.

Act as a liaison between agency partners, as assigned, and support them with Request for Application processes.

Share responsibilities, as assigned, for pre-funding training to potential providers and new providers orientation to selected organizations.

Direct and lead presentations, calls and webinars about SFP and the initiative that focus on supporting the needs of SFP facilitators/coordinators.

Participate in day-to-day support of evaluation efforts in collaboration with the national service office and the chief strategy and implementation officer.

Prepare and host pre-service and in-service training for SFP network, as assigned.

Provide coaching, consultation and technical assistance to assigned SFP implementing agencies.

Assist the director of community initiatives in using the lessons of implementation science and fidelity studies to support the design of a training program for implementation coaches and reflective tools for funded providers.

Work with the director of community initiatives to inform the communications team of updates regularly; serve as a Children's Trust content expert on SFP.

Work with the SFP team to ensure all activities of the grant are completed in an efficient and timely manner, and in accordance with grant guidelines; assist with the development of grant reports; keep accurate files, records, and reports for training and technical activities.

Fully support efforts led by director of program integration to create effective integration across all programs and across departmental functional areas.

Attend and present when appropriate at local, state, and national educational programming forums 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.

Provide a suitable and off-site workplace with a one-time stipend provided by Children's Trust for the purchase of a desk, chair, and initial supplies; office supplies will be provided as Children's Trust would apply to its corporate office employees.

Protect and keep confidential proprietary information while working in home.

Attend corporate office meetings, activities, trainings, and events as required by the organization.

Use software platforms and systems, including but not limited to Trello, Microsoft Word and the Blackbaud suite of products, to plan, execute and report on work progress and products.

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 agency.

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

III. Qualifications

Have a bachelor's degree in social work, counseling, public health or other related fields and a minimum of five years related experience in program development working with families and children; master's degree and a minimum of three years' experience with program management preferred. Good communication and consulting skills with a strong understanding of evaluation processes are required. Experience in leading groups is preferable. Experience implementing the Strengthening Families Program or other evidenced based programs is a plus. A commitment to parent training services is important.

Serve as a representative for Strengthening Families Program on a statewide basis.

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.

Solve problems and act effectively and efficiently under pressure.

Follow through with all projects and assignments, follow timelines and meet scheduled deadlines.

Have proficiency in all Microsoft Products; ability to use SharePoint, Trello, Microsoft Teams, and Zoom.

Work independently with little supervision.

Manage light to moderate carrying and lifting of items

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

This is a grant/contract 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.