



Triple P Network Coordinator

REPORTS TO: Director of Community Initiatives

STATUS: Full-Time

CLASSIFICATION: Non-Exempt

LOCATION: Remote in SC or the Columbia, SC Main Office

Position Summary

The Positive Parenting Program (Triple P) network coordinator is a full-time grant position of Children's Trust of South Carolina. This position will be responsible for supporting the Triple P South Carolina initiative through coordinating and administering the Triple P South Carolina Network (Network), a statewide group of practitioners delivering the evidence-based intervention Triple P. The network coordinator will be responsible for organizing membership, coordinating training, and supporting learning opportunities that facilitate connection and networking among members. This position will also support the administration of Triple P Online.

This is a remote position supporting the Network across South Carolina. The employee may work from home in South Carolina but should expect to attend multiple training sessions in Columbia and may also need to work from partner sites at times.

Duties and Responsibilities

The network coordinator will perform the following duties:

Triple P South Carolina Network

- Maintain accurate membership records and information on organizations and practitioners delivering Triple P in South Carolina within Children's Trust organizational database.
- Develop strategies for ongoing recruitment of practitioners and stakeholders into the Network.
- Lead the assessment of Network needs through surveys, interviews, or consultations with key stakeholders including staff, external partners, and intended practitioners.
- Provide technical support and coordination for the Network's virtual quarterly learning collaboratives and in-person annual convening.
- Work in collaboration with Triple P coordinators and practitioners to plan content for Network events based on needs.
- Develop and lead updates to any collateral materials needed for the Network.
- Coordinate cohorts of Triple P training including but not limited to contracting with Triple P America, recruiting participants in collaboration with Triple P coordinators, executing

memorandums of agreement with training participants, managing logistics of training, and ensuring accurate attendance records are maintained.

Triple P Online

- With the director of community initiatives, support the administration of Triple P Online, including but not limited to creating evaluation reports, maintaining accurate records of participants, and liaising with case managers and funders.

Evaluation and Continuous Quality Improvement

- Participate in and support the planning, organizing, development and implementation of evaluation processes and procedures for the Triple P South Carolina Network at different stages of maturity.
- Coordinate monthly and quarterly reporting to key funders; collect and provide data on training and technical assistance provided and number of participants.
- Collaborate with the evaluation manager, chief impact officer and director of community initiatives as needed to develop Network evaluation, data visualization and annual Triple P reports.

Other

- Intentionally work to integrate Children's Trust initiatives through interdepartmental relationships and by participating in core learning and professional development opportunities and applying concepts with local providers and community partners.
- Keep accurate files, records and reports for training and technical assistance activities.
- 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 local boards, task forces and ad hoc committees when appropriate.
- Protect and keep confidential proprietary information while working in home.
- Attend corporate office meetings, activities, trainings and events as required by the organization.
- Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.
- Serve as a positive, proactive voice for Children's Trust and the Triple P South Carolina initiative through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.
- 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 success of our endeavors.

Qualifications

Have a bachelor's degree in a major related to family and child well-being with a minimum of three years related experience in program or grant administration.

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; 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 and meet scheduled timelines.

Manage light to moderate carrying and lifting of items.

This is a grant funded position and subject to change based on funding requirements.

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

Children' 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 team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

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Approved by:

Chief Executive Officer: _____ Date: _____

Employee's Signature: _____ Date: _____

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