



Training and Education Program Manager

Job Description

Location: Flexible within Missouri

Salary Range: \$42,000- \$52,000 (FLSA exempt)

Benefits: Major Medical Insurance, 401(K), Cafeteria Plan

Paid Time Off: 14 Hours Per Month; 13 Paid Holidays

Overview:

The role of the Training and Education Program Manager is to provide oversight, development, and direction for Missouri KidsFirst's programs that provide training to direct service staff of child advocacy center (CAC) staff and multidisciplinary team (MDT) members. This position works collaboratively with partners and stakeholders to promote best practices in the field and improve Missouri's statewide response to child abuse and neglect. Independent judgment and discretion are necessary to accomplish the duties set forth, below.

The Training and Education Program Manager is a supervisory position supported by state and federal grants and contracts, thus requiring compliance with state and federal requirements. This position requires occasional in-state and out-of-state travel, and employees are reimbursed for travel expenses at a reasonable rate. Evening and weekend hours are occasionally necessary.

The Training and Education Program Manager reports to the Executive Director. This is a regular, full-time salaried position. Missouri KidsFirst is an Equal Opportunity Employer, and recruits, employs, trains, compensates, and promotes people regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

Qualifications:

- Bachelor's Degree preferred in the field of Social Work, Public Health, Psychology, Sociology, Criminal Justice Administration, Human Services, or other related fields.
- 2 or more years of experience working in program development, data management, research methods, training coordination and delivery, multidisciplinary professions, or other related fields.
- Knowledge of child advocacy centers and multidisciplinary teams
- Comfortable making cold calls and communicating with all types of professionals
- Commitment to strong team environment and direct communication with co-workers

- Ability to travel statewide, as needed, using personal vehicle
- General knowledge of program development and evaluation
- General knowledge of child abuse response and intervention; victim advocacy; forensic interviewing; child abuse prosecution; child abuse investigation; or related fields

Skills:

- General computer skills (including Microsoft Office)
- Strong organizational skills
- Fiscal management or budgeting
- Ability to prioritize and multi-task
- Critical thinking and problem-solving skills
- Ability to work in a team
- Ability to work independently
- Strong time management skills
- Ability to take initiative
- Strong interpersonal skills
- Developed supervisory skills
- Ability to use video conferencing/webinar software
- Verbal and written communication skills, including public speaking

Preferred Qualifications:

- Experience working in or with child advocacy centers or multidisciplinary child abuse professionals (i.e. medical, legal, social service, law enforcement, victim services, etc.)
- Experience in program coordination and development
- Experience providing training or technical assistance
- Experience or knowledge in program evaluation, design, and analysis
- Experience with child abuse recognition, investigation, and response

Primary Job Duties:

Training Development, Coordination, and Evaluation

- Work collaboratively with CACs, direct service providers, partner agencies and others to develop training programs/curriculum/agendas
- Lead presentations, as needed, at state, regional, and national conferences
- Develop and manage evaluation methods to assess all trainings delivered by and for Missouri KidsFirst's training and education programs
- Produce reports on programmatic outcomes and deliverables

Program Development and Management

- Serve as primary administrator of CAC Network's statewide training and education projects managing budgets, work plans, grants, submitting grant reports, approving invoices and purchases, and compiling information for annual reports
- Evaluate program activities to determine program needs and success
- Develop contract proposals and budgets and conduct contract monitoring
- Lead meetings and facilitate communication amongst child abuse intervention professionals such as physicians, CACs, MDT members, etc.
- Research, develop and promote best practice guidelines for child abuse intervention professionals

- Develop annual goals and objectives for programs
- Participate in statewide meetings on behalf of Missouri KidsFirst and the CACs
- Cultivate and maintain partnerships with stakeholders such as the MO Department of Public Safety, MO Children's Division, child advocacy centers, Midwest Regional Child Advocacy Center, National Children's Alliance and Prevent Child Abuse America.
- Disseminate program information to child-serving organizations to promote awareness of child abuse and neglect
- Pursue funding development for programs

Supervisory

- Oversee the activities of the Training & Education Program Assistant
- Delegate, monitor, and provide guidance on projects and activities for the Training & Education Program Assistant
- Review and approve timesheets for the Training & Education Program Assistant

Other Miscellaneous

- Perform administrative functions of Missouri KidsFirst, as needed
- Develop relationships for, and collaborate with partners of, Missouri KidsFirst
- Participate with staff in the preparation of other meetings, training, public awareness and fundraising events
- Assume other responsibilities to meet the goals and objectives of Missouri KidsFirst, as needed and assigned