



JOB POSTING – UPSTREAM ACADEMY COORDINATOR

About Us:

Prevent Child Abuse Kentucky is a 37-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, have 330+ partners and 15 providers who serve more than 10,000 parents/caregivers through our parent education/self-help/support groups. We are a small, but mighty non-profit, with 10 staff members when fully staffed, and a volunteer Board of Directors at 21 members.

About The Upstream Academy:

The Upstream Child Abuse Prevention Academy will increase awareness of maltreatment prevention by providing training, technical assistance and support to at least one academy member from each Kentucky county. Academy members will become certified to share valuable prevention information through presentations and trainings on topics such as child fatality and near fatality prevention, child sexual abuse prevention and much more. While the framework for the Academy has been outlined, implementation, program development and logistics will need to be developed and overseen by the Upstream Academy Coordinator.

We are seeking a motivated self-starter to develop, coordinate and implement the Upstream Child Abuse Prevention Academy across the Commonwealth. This role requires a blend of creativity, organizational skills, and a strong commitment to working as part of a team to address the primary prevention of child maltreatment.

What will the Upstream Academy Coordinator do? Work with staff to develop, coordinate, and implement the Upstream Child Abuse Prevention Academy through the following duties and responsibilities:

- Coordinate administrative planning and tasks required to provide technical assistance to 150+ Academy members, including managing communications, scheduling meetings, budgeting, and preparing documents
- Assist in the development, implementation and on-going oversight of Academy certifications, quality assurance processes, standards and program evaluation
- Serve as a point of contact between Academy members, staff and external partners
- Ensure effective communication of Academy policies, procedures, and updates to all stakeholders
- Coordinate with external vendors and stakeholders for event logistics and requirements
- Work with external partners to ensure vetting and background checks of all Academy members
- Work with the Programs and Trainings Coordinator, external partners and subject matter experts to ensure presentations, trainings and materials utilized in the Upstream Academy stay relevant, up-to-date, evidence based, reflect primary prevention frameworks, is culturally appropriate and uses a diverse and equitable lens
- Coordinate academy events such as scheduled trainings, presentations, technical assistance calls, ceremonies and more
- Manage the academy calendar, including important dates and events
- Monitor Upstream Academy performance metrics, outcomes and effectiveness through data analysis and feedback mechanisms, adjusting strategies as needed to maximize impact
- Prepare on-going reports and presentations on Academy enrolment, performance, outcomes, and lessons learned for internal and external stakeholders including but not limited to policy makers, staff, funders and key partners
- Work with staff to stay abreast of the latest research in the field, primary child maltreatment prevention best practices and tools

- Work with appropriate staff to create content for engaging and informative awareness materials, including social media content, educational resources, and promotional materials
- Work with staff to ensure activities are designed and implemented with lived experts and parent education partners
- Attend and serve on local, regional and statewide collaboratives
- Work as part of a team to support PCAK's Parent Education and Self-Help Support Groups as well as the ongoing program needs of the agency
- Provide agency trainings and presentations as requested
- Work in conjunction with staff to ensure successful delivery of annual **KIDS ARE WORTH IT!** Conference
- Serve as part of a team, as requested, to assist with legislative and advocacy priorities, public awareness, grant writing, fundraising and outreach efforts
- Maintain professional credentials as requested
- Other duties as agreed upon

This is a full-time salaried position with annual longevity pay, health and dental insurance, a 401(k) plan and generous holiday, vacation, and sick leave. ANNUAL BENEFITS VALUED AT \$20,000 MINIMUM. The salary range for this position is \$45,000 to \$65,000. The Prevent Child Abuse Kentucky office is located in Lexington, KY. For those living outside of Lexington, frequent travel to the office will be required with the possibility of a remote or hybrid work setting.

What Makes You Qualified:

- You have a Bachelor's Degree in Social Work, Public Health, or related field- priority will be given to individuals with a Master's Degree
- You've worked in child welfare and have knowledge of child maltreatment dynamics
- You have a commitment to child abuse and neglect prevention
- You understand the importance of diversity, equity and inclusion make these areas a priority in your work
- You have experience implementing programs
- You pay attention to details and like to organize, plan and develop
- 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
- With advance notice, you can travel across the state and work outside of typical office hours
- You can lift and transport at least 25 pounds, have reliable transportation, a valid KY driver's license and can pass a criminal and child abuse/neglect background check

Being trauma informed is important to our work. Please be advised, this position involves extensive and in-depth involvement around sensitive topics such as child fatalities, child sexual abuse, physical child abuse, suicidality, mental health and more. If you are not able to accurately provide education and work directly with this subject matter, this position is not for you.

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 \$20,000, 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: <https://tinyurl.com/bdd99md6>

Via LinkedIn: <https://tinyurl.com/mr3jkaec>

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 2400001977) with the KY Cabinet for Health and Family Services.