



## JOB ANNOUNCEMENT

**Job Title:** Chapter Specialist – Chapter Development and Resources

**Position Status:** Full-time (1.0 FTE), Exempt

**Reports to:** WRCAC Project Director

**Position Overview:** The Western Regional Children's Advocacy Center (WRCAC) is recruiting for the position of *Chapter Specialist – Chapter Development and Resources* to join its technical assistance and training (TTA) team. This position is responsible for developing and implementing training, technical assistance, data and evaluation projects, and providing general leadership in programing that supports Chapters in the Western Region. The TTA team for state chapters also includes the Chapter Specialist for Mental Health Resources, and one Training and Communications Coordinator who work closely with other WRCAC staff to implement TTA services. WRCAC is one of four regional training and technical assistance centers funded by the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention to support the growth and development of children's advocacy centers (CACs), children's justice centers (CJCs), multi-disciplinary teams (MDTs) and state chapters in the thirteen western states that comprise the western region. Since October 2016, WRCAC has operated as a project of the Chadwick Center for Children and Families at Rady Children's Hospital - San Diego (RCHSD). The WRCAC Chapter Specialist works collaboratively with other WRCAC project staff and staff from partner agencies funded through the Victims of Child Abuse Act (VOCAA), (at present that includes four regional children's advocacy centers, National Children's Alliance, National Children's Advocacy Center, Native Child Advocacy Resource Center at the National Native Children's Trauma Center and Zero Abuse Project). **For more information about WRCAC, please visit [www.westernregionalcac.org](http://www.westernregionalcac.org).**

**Location:** This position is a remote position. Preference will be given to candidates that reside in the western region. The Chapter Specialist will be expected to travel (within and outside the western region) up to 1-2 times per month. The selected candidate must have a current driver's license and ideally have easy access to a major airport.

**Position Roles and Responsibilities:**

- Serve as a liaison between WRCAC and state chapters, building and maintaining strong relationships with chapter leaders
- Serve as a key liaison between Chapter leaders and VOCAA Partners also working with Chapters
- Provide leadership in identifying gaps in resources that support chapters, and identify, create and implement promising practices and new tools to address those gaps
- Lead individualized training and technical assistance planning with state chapters within the Western Region
- Provide group facilitation and training virtually and in-person, including strategic planning, workshops and presentations at conferences and other events
- Provide technical assistance to professionals through video/phone consultations and on-site assistance
- Facilitate chapter peer-to-peer support, learning, and resource sharing through meetings and events, (including for example State Chapter Forums and Chapter Partnership meetings)
- Provide coaching and mentoring to state chapter leaders
- Coordinate with consultants, VOCAA partners, other WRCAC staff and DOJ on collaborative training and technical assistance projects as necessary
- Provide WRCAC leadership on projects and workgroups (which may include WRCAC initiatives, Regional Children's Advocacy Center (RCAC) collaborative projects, and other national projects)
- Work collaboratively with VOCAA partners on cross-regional, collaborative projects, including participation in national workgroups
- Serve as a content expert on issues related to child abuse MDTs, CACs and state chapter development
- Track training, technical assistance activities and related performance measures through Salesforce and compile data for required project reporting
- Contribute to WRCAC communication strategies including creating written publications and outreach materials, such as website copy and newsletters
- Participate in continuing education to ensure knowledge and skills needed to help chapters support strong MDTs and CACs

**Skills and Abilities:**

- Ability to manage multiple projects on set timeframes with attention to detail
- Strong facilitation and diplomacy skills
- Excellent training and presentation skills
- Strong verbal communication skills
- Strong writing and reading skills, and experience in preparing written materials, including written communication such as outreach, training curricula and presentations, and other TA materials.
- Self-starter with ability to work independently and as a team member
- Proficiency in instructional design
- Strong computer and web-based application skills (Microsoft Word, Teams, Excel, PowerPoint, Outlook, Zoom, Webex, Microsoft Teams)- and capacity to learn new applications quickly
- Ability and willingness to travel up to 1-2 times per month

## **Education and Experience**

- Experience in a management or leadership role preferred
- Experience managing complex projects, committees, or work groups
- Experience designing and providing technical assistance and training (to large and small groups)
- Experience in network coordination and virtual/in-person/blended learning experiences.
- Experience working within a CAC, state chapter, or as a member of an MDT partner agency responding to child abuse preferred
- Knowledge of the MDT/CAC model, and related NCA accreditation standards, for responding to child abuse preferred
- Experience working with rural and frontier communities in the western region preferred
- Experience providing professional coaching or mentoring desired
- Master's degree in related field such as human services, social work, non-profit leadership preferred

*This position is approved and funded by a grant provided through the U.S. Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and is contingent upon receipt of continued funding by DOJ.*

The expected hiring range for this position is \$29.49 to \$40.55.

**Please email [pterzian@rchsd.org](mailto:pterzian@rchsd.org) for instructions on how to apply for this position through the online Rady Children's Hospital HR system.**

**Applications will be reviewed as they are submitted; position open until filled.**