



## POSITION DESCRIPTION

Children's Advocacy Centers of North Carolina provides services to Children's Advocacy Centers across North Carolina and to professionals investigating and treating child abuse. The mission of CACNC is to develop, train and sustain high quality Children's Advocacy Centers (CACs) and Multi-disciplinary Teams (MDTs).

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Position Title:	Project Manager
Supervised By:	Quality Assurance & Membership Director
Job Purpose:	To implement strategies to monitor and control assigned projects in order to successfully achieve the stated goals and objectives. To analyze data in order to project success of statewide Children's Advocacy Center efforts and plan future projects for continued success.
Requirements:	Bachelor's Degree preferred from an accredited four-year college or university with a focus on human services, nonprofit administration or closely related field; 5-10 years of experience in project management, administration, and/or data analysis; Organized, collaborative worker; Strong written and oral communication skills; Strong computer skills & familiarity with Microsoft Office programs; History working in child abuse field preferable but not required.
Additional Details:	Full-time (40 hours per week); Worksite location is home based office in NC with travel availability monthly; CACNC full time benefit package includes: health insurance, PAL, and 5% retirement.

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**Responsibilities and Accountabilities:**

1. Manage CAC statewide database system ensuring accuracy of system, reporting, compliance with case tracking standards, management of budget/invoicing, and preparing project reports for supervisor
2. Compile, review and analyze CAC performance measurement data/reports, including OMS & NCA reports, and provide to supervisor in a timely manner based on grant, stakeholder or board reporting deadlines.
3. Plan and oversee a broad range of projects, including but not limited to: statewide marketing/branding, social media, and research. Plan for needed project resources, prepare and manage budget of each project, monitor progress towards outcomes, ensure participation and compliance by all partners/contractors/local CACs, keep supervisor informed throughout project duration.
4. Provide outreach to un-served communities in order to educate the community on CACNC services and the value of local Children's Advocacy Centers.
5. Organize meetings, provide and arrange for technical assistance and training for un-served communities.
6. Assist other agency or contractual staff as needed.

Date: 7/2020

CHILDREN'S ADVOCACY CENTERS OF NORTH CAROLINA, INC IS AN EQUAL OPPORTUNITY EMPLOYER