



Safe Children, Stable Families, Supportive Communities

Position Description

Title: Program Coordinator (Full-time, Salary, 40 hours per week)
Reports to: Director of Ohio START
Created: January 2021; updated January 2022

PCSAO is a membership-driven association of Ohio's county Public Children Services Agencies that advocates for sound public policy, promotes program excellence, and builds public value for safe children, stable families, and supportive communities.

Responsibilities

The Program Coordinator is responsible for supporting Ohio START and assisting with the advancement of best practices within children services. Ohio START is in the full implementation stage, while the remaining project is in the early stages of exploration. The Program Coordinator will need to be flexible and adaptive in their approach to supporting both programmatic impact areas.

Ohio START Responsibilities (70% of time)

- Assist Ohio START managers with implementation and provision of the Ohio START training and technical assistance programs. This includes, but is not limited to:
 - Assisting with management of the training program to ensure all Ohio START grantees receive training necessary to implement and sustain the Ohio START model
 - Assisting with the recruitment and management of trainers to provide above trainings
 - Coordinating training logistics including, but not limited to training personnel, location, supplies and equipment
 - Overseeing the registration process for Ohio START trainings
 - Managing the Ohio START website training page and training registration system
 - Ensuring continuing education credit is offered at all Ohio START trainings
 - Tracking of attendance for training sessions and sending CEU and attendance certificates to participants
 - Aiding trainers in producing virtual training sessions, as needed
 - Coordinating technical assistance logistics such as technical assistance personnel, location, supplies and equipment
 - Assisting with the planning and coordination of the annual Ohio START Summit

- Assisting with monitoring PCSA model fidelity achievement, implementation progress, and continuous quality improvement
- Working closely with the Training and Technical Assistance Managers to coordinate the training and technical assistance offered to PCSAs
- Coordinating with OCWTP to integrate Ohio START trainings into the OCWTP, and
- Coordinating with Children and Family Futures (CFF) to ensure provision of technical assistance from both CFF and PCSAO TA consultants is seamless.
- Manage Ohio START's race, equity and inclusion work in coordination with the Ohio State University School of Social Work.

PCSAO Responsibilities (30% of time)

- Assist the PCSAO Director Team with the best practice advancement activities including, but not limited to:
 - Developing and maintaining a project plan with clear deliverables, contingencies, and responsibilities
 - Developing communication materials for stakeholder engagement
 - Coordinating meetings and processes with stakeholders
 - Researching best practice advancement options, and
 - Ensuring resources, reports, and other communications are published to PCSAO website, other avenues, and in social media.
- Assist with coordination of the PCSAO's Race, Equity, and Inclusion Learning Agenda including supporting a community of practice.
- Participate in Ohio START Leadership Council, internal Ohio START and PCSAO meetings, PCSAO external events and meetings, other Ohio START program management meetings, overall office assistance.
- Any other duties as assigned.

Preferred Qualifications

- Experience working in the field of child welfare, addiction, or public policy related to child advocacy.
- Experience with providing and/or coordinating professional development trainings for child welfare, addiction, or related field.
- Experience working with program implementation.

Required Qualifications

- Bachelor's degree required in social work, public administration, public health, or related field.

- Strong project management and time management skills; highly organized and detail-oriented.
- Ability to manage multiple projects.
- Strong communication and writing skills.
- Must have experience with MS office skills and cloud storage options.
- Must have ability and experience with using virtual platforms such as Zoom or Microsoft Teams.
- Ability to travel the state.