



Position Title: **Program Manager - Community Education**

Location: **North Brunswick, NJ**

Reports to: **Director of Community Engagement**

FLSA: **Full-Time/Exempt**

Pay Range: **\$58,000 - \$60,000**

---

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

**JOB SUMMARY:**

The Community Education Manager will be responsible for overseeing the implementation of PCA-NJ's statewide child abuse prevention education and Positive & Adverse Childhood Experiences (PACEs) programs. These programs include Connections Matter New Jersey, Period of PURPLE Crying, Mandated Reporter/Supporting work, and PCA-NJ's menu of child abuse prevention training services. The manager will act as the liaison between Prevent Child Abuse-NJ and curriculum creators, funders, and other partners for the most updated information on program/curricula implementation. The manager will report to the Director of Community Engagement. Anticipated outcomes include positively changing parent and caretaker attitudes and behaviors resulting in a reduction in child abuse and neglect and an improved understanding and involvement by persons involved in the prevention of child abuse and neglect.

This is a hybrid/remote position with regular presence at the office required.

**MAJOR RESPONSIBILITIES:**

1. Provide training to individuals, programs, and organizations:
  - Become trained in Connections Matter New Jersey and other curricula.
  - Conduct trainings on child abuse prevention topics.

- Plan and conduct Training-of-Trainers for relevant curricula, including Connections Matter NJ and Mandated Reporter/Supporter, in partnership with Program Coordinator.
  - Schedule/coordinate trainings and maintain accurate documentation of attendance and evaluations.
2. Develop a positive and progressive relationship with funders, consultants, national offices, and community partners and act as a liaison between the various stakeholders and PCA-NJ:
    - Maintain regular communications with the National Offices (curriculum developers) and inform partners about updated model implementation information and curriculum updates.
    - Represent Prevent Child Abuse-NJ at national and statewide meetings if needed.
    - Participate in monthly meetings and ongoing implementation meetings with funders.
    - Work with the Director of Community Engagement to oversee evaluation and research efforts.
    - Assist Director of Community Engagement with all quarterly and annual reports.
  3. Ensure contract deliverables are met:
    - Oversee implementation, reporting, and technical assistance for assigned programs.
    - Oversee coordination of Facilitator Networking Meetings, training sessions, mini conferences, tabling events, and educational newsletter.
    - Communicate updates to curriculum and processes.
    - Oversee collection of data including attendance sheets and training evaluation.
  4. Develop curriculum enhancements as necessary.
    - Identify new partnerships for the delivery of child abuse prevention programming:
    - Stay abreast of trends in child abuse prevention.
    - Collaborate with community partners on the implementation of training sessions and mini conferences.
  5. Actively participate in monthly team meetings and present updates at meetings.
  6. Supervision of staff:
    - Conduct monthly supervision meetings, at minimum, with staff.
    - Complete annual performance reviews.
    - Provide ongoing feedback and support (i.e., coaching/mentoring) to staff.
  7. Fulfill other duties as assigned by Supervisor.

**SKILLS & KNOWLEDGE REQUIRED:**

- Excellence in written, oral, and presentation skills.
- Solid skills in public speaking, training, and group dynamics.
- Ability to build relationships with people at all levels of human service.

- Awareness of cultural diversity and its impact on planning and provision of services.
- Successful rapport building skills.
- Ability to integrate leaders from various organizations to collaborate for a common goal.
- Intellectual curiosity with ability to problem-solve.
- Computer literacy.
- Understanding of data collection methods and analysis.
- Well organized, motivated, and flexible.

Candidates must possess a deep desire to learn and a commitment to professional development in all the above areas.

**QUALIFICATIONS:**

A master's degree in a social service field, combined with at least three years related work experience is required, or a bachelor's in a social service field with a minimum of five years related work experience is required. Related work experience is defined as a professional role within a public social services or healthcare system, such as direct service work with children and families, or research, data collection and evaluation of programs. Must have prior training and/or experience with trauma-informed care and/or ACEs work. Experience providing technical assistance and/or trainings strongly preferred.

**OTHER CONDITIONS OF THIS POSITION:**

Travel throughout the state of New Jersey will be necessary. Hours may need to be flexible to allow for evening and weekend work, in training, site visits, or related activities.

Prevent Child Abuse New Jersey provides equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.