

**Job Title:** Program Manager for Medical, Mental Health, and Prevention Initiatives

**Reports to:** Executive Director

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

**Compensation:** \$70,000 - \$85,000 DOE

**Benefits:** Employer-paid medical/dental/vision; PTO + holidays

**Location:** Virtual workplace (must live in Oregon)

**MAKE A DIFFERENCE** The vision of Oregon Child Abuse Solutions (OCAS) is that we envision a future where every Oregon child is safe, valued, and full of hope. ***We invite you to join us on this quest.*** OCAS partners with local communities and their experts to strengthen child abuse solutions for all children throughout Oregon. The Program Manager for Medical, Mental Health, and Prevention Initiatives is integral to our team, requiring demonstrated project management experience, exceptional communication skills, sound decision-making ability, and a commitment to customer-oriented relationship building. The individual in this position plays a central role in reinforcing and enhancing the statewide network of professionals involved in Oregon's child abuse response systems. Their focus is to steward best practices and advance professional excellence within the crucial domains of medical, mental health, and child abuse prevention. We are eager to welcome an agile and effective collaborator who shares our dedication to the safety and well-being of children.

**ABOUT OCAS** The mission of Oregon Child Abuse Solutions (OCAS) is to elevate Oregon's child abuse prevention and response by strengthening Children's Advocacy Centers, training first responders, and building public support to ensure children – in all Oregon communities – receive quality, timely, and healing-centered care. As an accredited chapter of the National Children's Alliance, OCAS has a presence in all 36 Oregon counties. We connect Children's Advocacy Centers and child abuse multidisciplinary teams with the most up-to-date trainings and best practices in the field of child abuse intervention and prevention, ensuring they are equipped to provide the highest quality care for children. With a keen ear to the ground, OCAS is uniquely positioned to make a statewide impact in service delivery, policy development, and public education. We aim to ensure compassionate and skilled intervention for children experiencing abuse, reduce the short- and long-term impacts of maltreatment, and prevent abuse from occurring in the first place. At OCAS, our work is powered by an incredible team of engaged, supportive, and dynamic professionals who are deeply committed to our mission. We foster a flexible, human-centered workplace culture that values collaboration, innovation, and the well-being of our staff while driving meaningful impact for children and families across Oregon.

**POSITION REQUIREMENTS** The Program Manager plays a pivotal role in coordinating and facilitating a portfolio of programs aligned with OCAS's strategic plan. This position focuses on maintaining and expanding key initiatives in medical, mental health, and child abuse prevention, fostering a collaborative environment that promotes continuous learning and supports statewide improvements in system outcomes. Successful candidates will have proven experience in program and project management, including planning, execution, and evaluation to ensure initiatives are delivered on time, within scope, and on budget, with measurable impact. While expertise in child abuse prevention or related fields is not required, the ability to effectively manage and coordinate efforts across these domains is essential. A strong commitment to protecting children and preventing abuse is a prerequisite for this role.

**LEARN MORE** at [oregoncas.org](http://oregoncas.org) and [nationalchildrensalliance.org](http://nationalchildrensalliance.org)

## **PRIMARY RESPONSIBILITIES**

- Project Management and Administration – 50%
- Facilitating and Maintaining Communities of Practice – 30%
- Program Monitoring and Evaluation – 10%
- Program and Curriculum Development – 5%
- Systems Advocacy and Statewide Initiatives – 5%
- All other duties as assigned

## **QUALIFICATIONS & ATTRIBUTES**

- Bachelor's degree and relevant experience required.
- Proven success and skills in program and project management, preferably within a nonprofit organization.
- Proficient in relationship building, conflict resolution, and facilitating in-person and virtual meetings.
- Experience in planning, scheduling, and coordinating projects, committees, and events.
- Demonstrated ability to manage multiple projects and prioritize tasks effectively.
- Strong attention to detail with excellent oral and written communication skills.
- Anticipates and proactively mitigates roadblocks with a solutions-focused approach.
- Exhibits inquisitiveness and enthusiasm for continuous learning and growth.
- A team player who values authenticity and a positive, supportive work environment.
- Promotes a culture of respect, inclusion, and appreciation for diverse perspectives and values, fostering respect for differing beliefs.
- Self-motivated and thrives in a flexible, autonomous work environment.
- Effective time management and resource allocation skills.
- Proficiency in Microsoft Office and Google applications.

This is a regular, full-time, benefited, exempt position working Monday through Friday, with occasional weekends and evenings as needed. OCAS operates as a fully remote workplace, and team members must have a home office or suitable location that allows them to work effectively, participate in virtual meetings, and access the necessary infrastructure to fulfill their job responsibilities. Due to the nature of the organization's mission, residing in Oregon is required. Travel within Oregon is also required at least quarterly for meetings.

OCAS has an annual operating budget of nearly \$1 million. In addition to competitive salaries and a positive work environment, we invest in professional development opportunities for employees that are related to their job duties (when resources allow). Benefits include 100% employer-paid medical, dental, and vision insurance for employees, as well as 20 Paid Time Off (PTO) days per year for employees and a generous paid holiday schedule.

*Oregon Child Abuse Solutions is an equal opportunity employer with an inclusive workplace, committed to having a staff and Board of Directors whose diverse backgrounds reflect the communities we serve. Candidates of all backgrounds, identities, and abilities are strongly encouraged to apply. Please feel free to reach out with any questions.*

**To apply please submit a cover letter and your current resume/CV to [director@oregoncas.org](mailto:director@oregoncas.org). Applications will be accepted until December 20, 2024.**

## **ADDITIONAL POSITION DETAILS**

**Position Overview:** The role of the Program Manager within OCAS encompasses the comprehensive coordination and facilitation of a portfolio of programs intricately aligned with the organization's strategic plan. The primary directive of this position is to foster the maintenance and growth of key programs within the crucial domains of medical, mental health, and child abuse prevention.

**Essential Job Functions:** The Program Manager brings a robust skill set and proven success in project and program management, and facilitating professional development opportunities. This role is focused on creating a collaborative environment that encourages continuous learning and informs statewide initiatives aimed at improving system outcomes.

Key to this position is the ability to manage programs and projects effectively, ensuring they are completed on time, within scope, on budget, and with measurable impact. While subject matter expertise in child abuse medical, mental health, or prevention programs is not required, the ability to coordinate efforts and drive progress across these areas is critical.

The Program Manager will also oversee program monitoring and evaluation, using data-driven insights to assess the impact of initiatives and inform future strategies. Strong organizational skills, adaptability, and the ability to navigate complex systems will be essential for success in this position.

Effective communication skills are imperative in this role, as the Program Manager will engage with diverse stakeholders, from internal team members to external partners and collaborators. Building and maintaining professional relationships will be a core aspect of the position, ensuring effective collaboration and synergy in pursuit of OCAS's mission.

A fundamental requirement for this role is a genuine commitment to the mission of the protection of children and the prevention of child abuse. This position will be at the forefront of translating this commitment into tangible and impactful programs, thereby playing a vital role in shaping the narrative of OCAS's influence in safeguarding the well-being of children and preventing abuse.

### **Primary Responsibilities**

#### Project Management and Administration – 50%

- Manage and optimize the use of learning management systems (Brightspace, Coalition Manager, Canva, OHSU CME Portal) to ensure effective coordination of trainings and resources.
- Organize and facilitate training sessions, ensuring all materials—both written and online—are prepared and accessible for participants, contributing to a smooth training experience.
- Compile and deliver detailed written reports that highlight program data, outcomes, and assist with grant writing and reporting for key program areas.
- Proactively seek professional development opportunities to enhance job effectiveness and stay current on industry trends.
- Provide support and coverage to OCAS team members on additional projects as needed.

#### Facilitating and Maintaining Communities of Practice – 30%

- Cultivate a strong sense of community among program participants, fostering a supportive and collaborative environment.
- Develop and implement strategies to engage participants, including organizing trainings (both live and virtual), events, and online forums.

- Facilitate regular meetings and discussions within communities of practice, encouraging knowledge sharing and collaboration.
- Collaborate with statewide experts to enhance partnerships and information sharing among CACs and key stakeholders.
- Serve as a liaison between program participants and OCAS, addressing concerns, collecting feedback, and ensuring a positive experience.

#### Program Monitoring and Evaluation – 10%

- Design and implement comprehensive program evaluation frameworks, including the development of key performance indicators (KPIs) and metrics.
- Regularly assess program effectiveness and impact through quantitative and qualitative methods, making data-driven recommendations for improvement.
- Collaborate with external evaluators, as needed, to conduct rigorous evaluations of program outcomes.
- Use evaluation findings to inform programmatic decisions and enhance overall program quality.

#### Program and Curriculum Development – 5%

- Collaborate with the internal OCAS team, CAC staff, and external partners to identify program needs, goals, and objectives aligned with OCAS' mission and strategic plan.
- Ensure programs are evidence-based and accessible to key CAC professionals.
- Stay abreast of industry trends, best practices, and emerging research to continually enhance program services and resources.
- Manage the implementation of new programs, providing guidance to CAC program staff and ensuring seamless execution.

#### Systems Advocacy and Statewide Initiatives – 5%

- Maintain relationships with statewide entities serving child abuse multidisciplinary team members as it relates to assigned projects.
- Contribute to presentations and information for stakeholders on major projects and outcomes related to the position's key program areas.
- Utilize data, qualitative and quantitative, to tell the story of CACs and children affected by child abuse in Oregon, and engage in issue-specific research as needed.
- Represent OCAS on statewide committees, task forces, and workgroups as appropriate.

All other duties as assigned

#### **Physical Demands:**

- The work requires continual mental and visual attention, either repetitive or varied, necessitating constant alertness and attention to detail.
- Ability to work with a webcam while standing or sitting.
- Ability to regularly lift up to 5 pounds and occasionally lift up to 20 pounds.