



Children's Alliance of Montana Membership and Project Coordinator Job Description

Position Title: Membership and Project Coordinator

Position: Part-Time

Reports To: Executive Director of CAM

FLSA: Exempt

Approved By: Board of Directors

Date: February 2023

POSITION PURPOSE

The Membership and Project Coordinator (Coordinator) will support the Executive Director (ED) in facilitating the goals and objectives of the Mission of the Children's Alliance of Montana (CAM), a nonprofit organization and accredited State Chapter of the National Children's Alliance, that provides training, support, and technical assistance to existing and emerging child advocacy centers and multidisciplinary teams throughout Montana. The Coordinator will report to the ED. The ED will supervise the Coordinator. The Coordinator will coordinate the logistics, participants, and trainer activities of the Children's Alliance of Montana.

DUTIES:

- Coordinate the logistics of CAM sponsored trainings which may include: Identifying training space, coordinating registration, coordinating presenter travel and logistics, and obtaining and preparing handouts, name tags, and training supplies.
- Attend CAM sponsored Trainings to manage registration, and presenter and participant logistics. The coordinator assists the ED in the planning, implementation, and evaluation of trainings, programs, projects, and services of CAM, including:
 - The CAM Outcome Measurement System (OMS) Project as presented by the National Children's Alliance
 - Preparing and Summarizing Training Evaluations
 - Collecting and Consolidating Data from collaborative projects including such projects as the TF-CBT Collaborative, the Rural Telemental Health Program and CAM sponsored trainings.

- Preparing needs assessments and coordinating technical assistance and on-site training activities to assist communities and CACs in achieving accreditation or re-accreditation with the National Children's Alliance.
- Create materials that depict the CAC concept, work of the CACs, and CAM.
- Communication with members by managing the mail chimp system that provides CAM the opportunity to communicate with professionals who sign up to receive information on trainings and resources. Design mass emails and newsletters to be distributed via this platform.
- Website Maintenance. Manage items on the website by reviewing the content on the website to ensure that information is updated and relevant. Communicate with our website contract provider to post updated materials and remove outdated materials and information.
- Provide membership support to CAM members including but not limited to managing training registrations, developing quarterly newsletters, and responding to specific requests for resources or information.
- Attend and assist the ED in facilitating electronically or face-to-face regular subcommittee meetings at the request of the respective subcommittee chair(s). Additionally, the Coordinator may further assist subcommittee chairs by participating in meetings, preparing data to be used by the subcommittee, notifying subcommittee members of meeting dates/times, preparing the subcommittee agenda, and preparing notes and minutes of subcommittee meetings.
- Professionally and appropriately represent CAM at CAM approved training, outreach, and membership events as assigned.
- Provide administrative support to the ED and Board as assigned.
- Provide grant support including preparing assigned grant reports and invoices, assisting in preparation of grant proposals, assisting in compiling statistics for grant reporting, and managing grant related files and correspondence.
- Travel to other CAC offices, trainings, or meetings as assigned.
- May involve assigned work scheduled outside of normal work hours such as community events, meetings, trainings, and travel.
- Provide clerical tasks including answering phone inquiries, filing, copying, preparing correspondence, checking mail, running errands, maintaining file systems, and purchasing supplies.
- Work independently and build collaborative relationships with representatives from other agencies.
- Manage time and duties responsibly with minimal supervision.
- Other duties as assigned.

ANNUAL EVALUATION:

The ED will conduct an annual evaluation of the Coordinator to provide feedback, assessment, and identify areas for professional growth.

Qualifications:

- Bachelor's Degree or equivalent work experience
- Experience in training coordination and grant reporting
- Computer Skills including Microsoft Office Suite and other specific software applications
- Strong work ethic, organizational skills, and upholding strict confidentiality
- Valid Driver's License, access to transportation, and vehicle insurance
- Satisfactory national criminal / DPHHS background check