

Job Title: Chapter Network Coordinator	FLSA Status: Non-exempt
Department: Chapters	Reports To: Chief Operations Officer for Chapters

The mission of Prevent Child Abuse America (PCA America) is to prevent the abuse and neglect of our nation’s children. Founded in 1972, PCA America works to ensure the healthy development of children, families, and communities by promoting services that improve child well-being and developing programs that help to prevent all types of abuse and neglect before it begins. PCA America is powered by our dedicated and thriving chapter network, which operates successfully nationwide. The Chapter Network Coordinator contributes to PCA America’s mission by assisting the COO for Chapters in providing support, technical assistance, training, and quality assurance to the state chapter network.

Essential duties and responsibilities:

- Work closely with COO for Chapters to contribute to PCA America’s strategic vision
- Build strong and effective relationships with state chapters
- Provide support and technical assistance to state chapters through webinars, conference calls, affinity groups, learning circles
- Schedule and host chapter network webinars and conference calls
- Assist the COO for Chapters in matters related to chapters and other departments of PCA America
- Provide support and technical assistance to sites and peer reviewers for approximately 15 site visits per year
- Prepare professional correspondence and update directories
- Work collaboratively with staff, chapter network executive council (CNEC) members, and peer reviewers to ensure expenses related to board meetings and chartering site visits are submitted and reimbursed in a timely manner
- Develop, disseminate, and analyze chapter network surveys
- Provide support for annual two-day conferences for state chapter directors
- Assist in preparation of presentation and training materials
- Coordinate logistics and prepare agendas for various staff and committee meetings
- Upload, modify, and improve documents within PCA America’s chapter network online repository

Please note that these duties and responsibilities are not all-inclusive and may be expanded to include other duties and responsibilities, as management deems necessary, from time to time.

QUALIFICATIONS:

Education and/or experience:

- Bachelor’s degree from an accredited institution in social work, human development, child development, family science, public administration, or related field required
- Strong work ethic; ability to prioritize multiple work assignments and meet deadlines
- Minimum two years of nonprofit experience required



- Strong written and verbal communication skills
- Ability to exercise good judgement, demonstrate professionalism, and take initiative
- Proficient in Microsoft Word, Excel, and Power Point

Language skills:

- Excellent communications skills, including both writing and speaking

Physical demands:

- Minimal—must be able to lift and move supplies and boxes

Travel required:

- First year minimal, after first year must be able to travel 2–3 days per month

Work environment:

- This is a full-time office position at the Prevent Child Abuse America national headquarters, in Chicago, IL.

Compensation:

- Salary is commensurate with educational and professional experience.
- Benefits include health, dental, life, vision, and disability insurance, plus 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with PCA America employee handbook.

To apply:

Email your resume, cover letter, and salary history to:

Anita Odom
Chief Operations Officer for Chapters
Prevent Child Abuse America
228 South Wabash Avenue, 10th Floor
Chicago, IL 60604
aodom@preventchildabuse.org

Applications without resume, cover letter, and salary history will not be considered. No phone calls, please.

Prevent Child Abuse America is an Equal Opportunity Employer.