

JOB DESCRIPTION

Position: Chapter Network Coordinator
Supervisor's Title: National Director of State Chapters

Status: Exempt/Full-Time
Date: January 2024

Primary Objective:

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 National Director of State Chapters in providing support, technical assistance, training, and quality assurance to the state chapter network.

Responsibilities:

- Work closely with National Director of State Chapters to contribute to PCA America's strategic vision
- Assist with national initiatives and cross-sector partnerships
- Build strong and effective relationships with state chapters
- Provide administrative support and technical assistance to national office staff and state chapters through webinars, workgroups, affinity groups and community of practice
- Organize, schedule and host chapter network webinars
- Create chapter network newsletters
- Provide administrative support and technical assistance to sites and peer reviewers related to chartering site visits
- Prepare professional correspondence, update directories, draft agendas and meeting minutes
- Develop, disseminate, and analyze chapter network surveys
- Provide support for bi-ennial conferences
- Provide orientation and training to new chapter directors
- Coordinate logistics and prepare agendas for various staff and committee meetings
- Upload, modify, and improve documents within PCA America's chapter network online repository
- Other duties as assigned

Required Education and Experience:

- Bachelor's degree from an accredited institution in social work, human development, child development, family science, public administration, or related field required
- Minimum five years of nonprofit experience required

Additional Requirements:

- Strong work ethic; ability to prioritize multiple work assignments and meet deadlines
- Ability to exercise good judgement, demonstrate professionalism, and take initiative
- Proficient in Microsoft Word, Excel, and Power Point
- Strong written and verbal communication skills and proficiency in MailChimp
- Ability to work effectively in collaboration as well as independently
- Flexibility to adapt to changing priorities
- Highest level of personal and professional integrity and ethics

- Authorized to legally work for any employer in the United States
- Willingness to submit to any requested background checks
- Fluent in English

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, PTO days, and personal days in accordance with PCA America employee handbook.

Work Environment: This is a full-time position with a hybrid work environment based out of Prevent Child Abuse America national headquarters, in Chicago, IL. This position predominantly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. While performing the duties of this job, the employee may be required to stand for up to eight hours or more at a time. The employee must use their hands to handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, and stoop, kneel, or crouch. The employee will be required to lift and/or move up to 25 pounds, and occasionally lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel Required: First year minimal, after first year approx. 2–3 trips per year

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply:

Email your resume and cover letter, to:
Lauren Hampton
Senior HR Consultant
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