

Prevent Child Abuse North Carolina  
Job Description

**JOB TITLE:** Partnership Engagement Manager  
**REPORTS TO:** Director of Partnership Engagement and Communications

**PRIMARY RESPONSIBILITIES:** The Partnership Engagement Manager reports to the Director of Partnership Engagement and Communications and is responsible for working with partners in **Bladen, Columbus and Robeson Counties** to create a regional **Community Prevention Action Plan (CPAP)** to improve coordination within and between systems to improve care for people impacted by adverse experiences in southeastern NC.

This will include developing and catalyzing key relationships in identified NC communities; coordinating and planning training opportunities within communities; building and managing a leadership team and committees; facilitating documentary screenings and community cafes; and leading an environmental scan process.

This role will be the catalyst for the creation of community child abuse prevention planning and leading local community work to foster safe, stable, nurturing communities and families to better support prevention and upstream investments.

**SPECIFIC RESPONSIBILITIES: Training**

Coordinate planning, implementation, and evaluation of community-based trainings.

Responsibilities include but are not limited to:

- Become Strengthening Families Protective Factors trainer.
- Coordinate and execute trainings and parent / Community Cafés in identified communities.
- In collaboration with the Partnership Engagement and Communications team, coordinate professional education opportunities on issues critical to child abuse and neglect prevention.
- Support the development and coordination of networking and training opportunities for Prevention Action Network members.

**SPECIFIC RESPONSIBILITIES: Partnership Engagement**

Support convening groups of cross-sector stakeholders in identified communities and facilitate the community child abuse prevention planning process.

Responsibilities include but are not limited to:

- Facilitate community conversations that foster the protective factors and community engagement to support child abuse and neglect prevention.
- Screen relevant documentaries and facilitate meaningful conversations and calls-to-action.
- Plan, coordinate, and lead technical assistance efforts in select communities based on community conversations and plans developed as a result of those conversations.
- Provide community-based trainings on collective impact work, relationship building, research and advocacy for systems changes at the local level to support child abuse and neglect prevention.
- Contribute stories and content to the monthly e-Newsletter with administrative staff.
- Support the maintenance of an environmental scan of child maltreatment prevention programs in the state of NC.

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**PCANC RESPONSIBILITIES: PCANC General**

- Participate in PCANC staff meetings and team meetings.
- Participate in supervision provided by the Director Partnership Engagement and Communications a minimum of once per month.
- Maintain work plan and ensure timely reporting of assigned grant deliverables.
- Maintain a positive work environment.
- Increase operational efficiency by helping to improve workflow processes where needed.
- All other duties as assigned or requested.

**REQUIREMENTS:**

- Grassroots advocacy experience and deep understanding of community engagement and collective impact work.
- At least five years' experience in the field of child maltreatment, family support, or related field.
- Experience in policy, systems reform, and working with collaborative partners is important.
- Strong relationship building and community development skills.
- Demonstrated effectiveness using both verbal and written communication skills.
- Able to prioritize work to be able to successfully complete multiple tasks within expected time frames.
- Undergraduate in Public Policy, Social Work, Public Health or other relevant field.
- Travel statewide may be required.
- Ability to work independently and work in a home-based office.
- Person selected for this position will be required to live in either Bladen, Columbus, or Robeson County.

Send cover letter and resume to [info@preventchildabusenc.org](mailto:info@preventchildabusenc.org).

Position open until filled. No phone calls, please. EOE.

Salary Range: \$45,000-\$60,000