

## Capacity Building Associate (*SPANISH FLUENCY*)

**Who We Are:** Prevent Child Abuse North Carolina (PCANC) is the leading statewide nonprofit organization dedicated to preventing child abuse and neglect. Through collaboration with partners across North Carolina, PCANC works with communities to build safe, stable, nurturing relationships for all children. PCANC is a proud recipient of Charity Navigator's prestigious 4-star rating and GuideStar's Platinum Seal of Transparency. PCANC is the North Carolina chapter of Prevent Child Abuse America.

In collaboration with NC agencies and communities, members of the PCANC Capacity Building Team strives to create, offer, support, and sustain effective and impactful strategies and services leading to positive health and wellbeing outcomes for children and families. The building blocks for our team-based work include training, consultation, technical assistance, coaching and network management.

### PRIMARY RESPONSIBILITIES

The **Capacity Building Associate** reports to a specified **Capacity Building Senior Team Lead**. This position will contribute to the overall team deliverables by working with key stakeholders to plan for and implement evidence-based and evidence-informed family service models, coordinate community-level planning processes, and provide training and consultation for network member agencies and prevention professionals throughout North Carolina.

### SPECIFIC RESPONSIBILITIES (as assigned)

#### **Coaching and Implementation Support to Community Stakeholders**

- Provide coaching and implementation support to assigned community-based agencies throughout North Carolina, including support interactions with program facilitators, coordinators, and agency leadership.
- Provide in-person and virtual coaching and implementation support visits to assigned community-based agencies.
- Conduct video reviews with staff at community-based agencies to support their implementation of evidence based/evidence informed programs and practices with fidelity.
- Engage with potential new network agencies in program exploration/readiness.
- Plan, coordinate and facilitate trainings and other workforce development activities with assigned network sites.

#### **Professional Development & Training Delivery**

- Develop content for and deliver trainings/train the trainer, both virtually and in person, with fidelity to selected curriculum.
- Develop and execute professional education opportunities, both in person and virtually, on issues critical to child abuse and neglect prevention for a wide variety of audiences

### **Stakeholder & Community Engagement**

- With support from team leadership, plan, coordinate, and facilitate community conversations, group discussions, peer-to-peer learning opportunities, and other collaborative meetings that foster the protective factors and community engagement to support child abuse and neglect prevention, as needed.
- With support from team leadership, contribute to community-based collective impact work, relationship building, and systems change at the local level to support child abuse and neglect prevention.
- With support from team leadership, provide coaching and technical assistance to statewide networks of prevention agencies and professionals in various curricula (e.g., Standards of Quality for Family Strengthening & Support, Protective Factors Framework, etc.)

### **Internal PCANC Collaboration**

- Collaborate with the evaluation team to develop, refine, and support the ongoing evaluation of processes to improve services, including trainings, site visits, learning collaboratives, coaching and workforce development activities.
- Collaborate with the communications team to develop, refine, and support development of messaging and resources to garner awareness of and improve strategies supporting prevention activities throughout the state.

## **GENERAL RESPONSIBILITIES**

- Participate in PCANC staff meetings, team meetings, and supervision.
- Maintain a positive work environment in alignment with Capacity Building Team guiding principles and practices.
- All other duties as assigned or requested.

## **JOB QUALIFICATIONS**

### **COMPETENCIES/QUALITIES**

#### ***Strong Relationship/Engagement Skills:***

- Ability to be client centered, solution-oriented, goal-driven, and strength focused, while also providing consultation to support fidelity/best practices.
- Ability to use active listening, powerful questioning, summarizing, and validating skills to facilitate meaningful conversations.
- Ability to skillfully navigate multiple, competing goals within group coaching interactions.
- Collaboratively and respectfully work across departments and within agencies.

#### ***Flexibility/Adaptability:***

- Flexibility and comfort with managing unplanned and unexpected situations.
- Ability to adapt in the moment as needed based on participant's needs.
- Ability to facilitate collaboratively during coaching calls, site visits, and trainings while supporting community-based agencies in achieving their goals.
- Ability to self-reflect, seek, receive, and integrate feedback in all areas of work.

**Coaching/Adult Learning Best Practices:**

- Ability to use coaching frameworks to identify goals, brainstorm solutions, problem solve and action plan with staff at supported agencies.
- Ability and comfort with using and participating in behavioral rehearsals during supervision, team meetings and with staff at supported agencies as a tool for skill development and growth.
- Comfort and ability giving strength based, constructive feedback during coaching interactions with supported agencies.
- Ability to incorporate adult learning best practices into the planning and delivery of trainings and other professional development offerings.

**REQUIREMENTS:**

- Fluency (Spanish/English) required.
- Three to five years' experience in the field of child maltreatment, family support, or related field. Bachelor's Degree required; Master's Degree preferred.
- Demonstrated effectiveness using both verbal and written communication skills.
- Ability to work independently and work in a home-based office with limited distractions.
- Flexibility to *periodically* adjust work schedule to support activities occurring outside of non-traditional work hours.
- Ability to travel to PCNAC home office for quarterly staff meetings.
- Travel statewide may be required.

Benefits include health, dental, life, vision, and disability insurance, and 401(k).

Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with Prevent Child Abuse North Carolina's employee handbook.

**Equal Opportunities and Accommodations Statement**

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, committed to providing a welcoming and diverse environment. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity or expression, age, marital status, veteran status, disability status, pregnancy, parental status, genetic information, political affiliation, or any other status protected by law. Accommodations are available for applicants with disabilities.