



Safe Children, Stable Families, Supportive Communities

Position Description

Title: Initiatives Coordinator (Full-time, 40 hours/week)
Reports to: Director of Strategic Initiatives
Location: Hybrid (at least 24 hours in Columbus office and up to 16 hours remote work)
Created: October 2024
Salary: \$60,000

PCSAO is a membership-driven association of Ohio's county Public Children Services Agencies that advocates for sound public policy, promotes program excellence, and builds public value for safe children, stable families, and supportive communities. PCSAO is an Equal Opportunity Employer and encourages applications from individuals of diverse backgrounds, genders, sexual orientations, racial identities, and abilities.

PCSAO employees are considered salaried, exempt, and at-will. PCSAO provides employees with a generous benefits package that includes paid leave, employer-portion contribution to health, dental, vision, and life insurance, retirement contribution, as well as parking and cell phone stipends.

Position Summary

The Initiatives Coordinator is responsible for supporting Ohio START (Sobriety, Treatment, and Reducing Trauma), PACT (Practice in Action Together), and assisting with the advancement of future best practices within children services. Ohio START is in the full implementation stage, while PACT is in the early stages of implementation. It is anticipated that this position will split time between Ohio START and PACT.

Responsibilities for Ohio START (estimated 50% of time)

Assist Ohio START managers with implementation and provision of the Ohio START training and technical assistance programs. This includes but is not limited to:

- Assisting with the scheduling and coordination of the training program, to ensure all Ohio START grantees receive training necessary to implement and sustain the Ohio START model
- Coordinating training logistics including, but not limited to, training personnel, location, supplies, equipment and promotional materials, maintenance of presentations and training materials, virtual training requirements, and the provision of continued education credits
- Overseeing the registration process for Ohio START trainings, Ohio START website, and training registration system
- Tracking attendance for training sessions and sending continued education credits (CEUs) and attendance certificates to participants

PCSAO Position Description
Initiatives Coordinator

- Coordinating technical assistance logistics such as technical assistance personnel, location, supplies, equipment and promotional material, and working closely with the Training and Technical Assistance Managers to coordinate the training and technical assistance offered to PCSAs
- Assisting with the planning and coordination of the annual Ohio START Summit
- Assisting with monitoring PCSA model fidelity achievement, implementation progress, and continuous quality improvement
- Participating in Ohio START Leadership Council and internal START meetings

Responsibilities for PACT (estimated 50% of time)

Utilize a relational approach to support installation and implementation activities in cohort sites and assist with the expansion of PACT to future sites. This includes but is not limited to:

- Coordinating PACT Local Advisory Group members, meetings, activities, and stage-based progress
- Participating in PACT Research Team meetings and aligning coordination activities with the approach and needs of the research partner
- Assisting with the development of weekly PACT Lab content that is consistent with the model purpose, vision, values, behaviors, and relational outcomes; maintaining the distribution list; and distributing the weekly PACT Lab with adherence to the PACT branding guidelines
- Managing process documentation including PCSAO team and technical assistance partners, with an emphasis on alignment with the research partner needs and requirements
- Managing the schedule and logistics of PACT affinity groups, including leadership, supervisors, families, and other teams as formed
- Assisting with the identification of needs and development of a PACT document portal, website and website content, PACT Teams site, and ensuring consistent document retention across internal and external teams
- Assisting in the management of the development and maintenance of ongoing presentations, training materials, and promotional materials
- Participating in PACT internal meetings, huddles, and with Advisory Groups, as needed

Joint Responsibilities

- Participating in PCSAO internal and external meetings and events, and providing overall office assistance
- Gaining a sound understanding of the PCSAO behavioral profiles and participating in the ongoing effort to nurture an environment of shared learning, growth, and improvement among the team
- Assisting in submitting approved trainings for continuing education credits to the CE Broker for conferences, ongoing program and initiatives trainings, and other events
- Assisting in the development and advancement of future practice initiatives including but not limited to:

PCSAO Position Description
Initiatives Coordinator

- Developing and maintaining a project plan with clear deliverables, contingencies, and responsibilities
- Developing communication materials for stakeholder engagement
- Coordinating meetings and processes with stakeholders
- Researching best practice advancement options
- Ensuring resources, reports, and other communications are published to PCSAO website, other avenues, and in social media
- Any other duties as assigned

Preferred Qualifications

- Work and/or lived experience in the field of child welfare, substance use disorder, mental health, human services, or public policy related to child advocacy
- Experience with coordinating professional development trainings for child welfare or related field
- Experience working with organizations and individuals with diverse cultural backgrounds
- Experience supporting program and/or practice implementation in various stages of development

Required Qualifications

- Bachelor's degree required in social work, public administration, public health, or related field – candidates with an associate's degree and a minimum of three years of relevant work experience will also be considered
- Strong project management and time management skills; highly organized and detail oriented
- Ability to manage and actively participate in multiple projects at the same time
- Strong verbal and written communication skills with the ability to tailor messaging and methods of communication to diverse audiences including families, caseworkers, and organizational leaders
- Experience with MS Office and cloud storage options
- Ability and experience with using virtual platforms such as Zoom and Microsoft Teams
- Ability to travel the state