

## Michigan Chapter of the National Children's Alliance Job Description

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**Job Title:** Chapter Coordinator  
**Reports To:** Board of the Michigan Chapter of the National Children's Alliance  
**Date Update:** 2/15/09

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### **SUMMARY**

Directs and facilitates the essential functions of the Michigan Chapter of the National Children's Alliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned.*

- Coordinate and oversee all public policy activities, including promoting Michigan Child Advocacy Centers and Michigan Chapter to legislators and other public policy agencies. Attend appropriate legislative and public policy meetings and events. Track and inform the Michigan Chapter members of legislation concerning Child Advocacy Center issues.
- Outreach to other state organizations and partnering agencies regarding the mission and value of Child Advocacy Centers, particularly the Michigan Domestic Violence Prevention and Treatment Board. Represent the Michigan Chapter to the National Children's Alliance, the Mid-West Regional Child Advocacy Center, and the Michigan Domestic Violence Prevention and Treatment Board.
- Promote membership in the Michigan Chapter and monitor the progress of interested community applications for membership.
- Coordinate and support the efforts of Child Advocacy Centers in Michigan to become associate or accredited members of NCA. Work collaboratively with the Child Advocacy Centers in Michigan to identify and communicate needs of individual programs and potential role of the Chapter in addressing those needs.
- Meet the training and technical assistance needs of Child Advocacy Centers in Michigan including developing, associate and accredited members of the chapter, through site visits, phone consultation, resource materials and any other venue as deemed appropriate.
- Help to create a strong sense of unity and cohesiveness among all Child Advocacy Centers in Michigan. Initiate email, phone, fax and post mail to and among Chapter members to gather and share information relevant and important to Chapter members.
- Coordinate and implement Michigan Chapter sponsored trainings as directed by the Michigan Chapter.
- Monitor the grants of the Michigan Chapter members.
- Develop and secure additional resources to build a sustainable funding base for the Michigan Chapter including individual, foundation, corporate, and governmental support.
- Support Chapter Executive Committee in planning and conducting Chapter meetings. Attend and participate in bi-monthly, state-wide Chapter meetings.
- Serve as the central clearing house for information about Child Advocacy Centers in Michigan.
- Maintain and keep current: the website of the Michigan Chapter, Chapter Center Directory, Map of Michigan representing the Child Advocacy Centers, Michigan Chapter information to be distributed to promote the CAC movement.

## **QUALIFICATIONS/REQUIREMENTS**

- Bachelor degree required, Master degree preferred with comprehensive knowledge of Child Advocacy Centers and Multi-Disciplinary Teams preferred.
- Relevant knowledge of child abuse and neglect issues.
- Extensive experience in providing training and technical assistance in teaming and organizational development.
- Knowledge of local, state and federal legislative process preferred.
- Relevant management/leadership experience.
- Relevant financial management experience.
- Relevant fundraising experience with proven success in grant writing.
- Willingness to travel.
- Must have a valid driver's license and satisfactory background checks.

## **PROFESSIONAL SKILLS**

- Excellent interpersonal skills and the ability to work and effectively communicate with many different constituencies.
- Skilled in networking with public, private and non-profit organizations.
- Excellent written and verbal communication skills.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Self-starter with the ability to work independently as well as on a team.
- Ability to carry out financial business on behalf of the Michigan Chapter.
- Computer literacy.

## **EMPLOYMENT STATUS**

The Chapter Coordinator is a grant-funded, part-time contract position of the Michigan Chapter of the National Children's Alliance. The position requires up to 30 hours of work per week and the Chapter Coordinator will often work a flexible schedule to accommodate the needs of the Michigan Chapter. Based on 30 hours per week, the contract compensation shall be a range of \$31,200 - \$39,000 annually depending on experience and the position/pay is contingent upon continued grant funding.

**Phone calls regarding this position will not be accepted; all inquiries should be made by email to the address listed below. Qualified, interested applicants please send cover letter, resume, and three professional references to:**

**Job Search Committee  
C/O Child Advocacy Center of Lapeer County  
1125 South Main Street  
Lapeer, MI 48446**

**Or email to:**

**[caclapeer@aol.com](mailto:caclapeer@aol.com)**

**Deadline: Submissions must be postmarked or submitted by March 8, 2010**