



**JOB TITLE: Special Projects Coordinator**

**REPORTS TO: Executive Director**

**FLSA STATUS: Full Time/Salaried/Exempt**

**PAY RANGE: TBD**

**QUALIFICATIONS: Master's degree, JD or a PhD in public policy, sociology, law, criminal justice, or a related field preferred. Bachelor's degree required. Preferred knowledge and experience with CACs and the dynamics of child abuse. Significant experience and leadership in child welfare, juvenile justice and related fields with knowledge of the history and challenges faced, and a thorough understanding of ongoing and emerging efforts of public policymakers and lawmakers to reform the child welfare and other service systems, policies and practices that negatively affect vulnerable children and their families.**

**Summary:**

- Responsible for leading policy, communications and analysis efforts on special projects that support the mission of the Nebraska Alliance, initial efforts will be focused on commercially sexually exploited youth. The position supports the Executive Director and tasks related to communications, planning, stakeholder meetings, analysis, policy development and coordination.

**Responsibilities:**

- Participates in the development and ongoing implementation of special projects that support the mission of the Nebraska Alliance as deemed by the Executive Director and the Board.
- Facilitates and participates in special project committees/work groups.
- Researches emerging issues to influence best practice for victims of child abuse.
- Reviews and assists with policy and procedure revisions for high-risk victims of child abuse.
- Assists multidisciplinary teams in the creation/revision of protocols to address high risk youth victim populations, such as commercially sexually exploited youth and youth missing from care.
- Develops interactive training opportunities for multidisciplinary team members throughout Nebraska.
- Tracks, monitors, and analyzes state and federal legislative and administrative policies that impact child victims.
- Builds strategic partnerships and coalition-building strategies with other organizations involved within the child welfare system.
- Develops resources, educational materials, and reports.
- Works in close partnership with the Executive Director and Nebraska Alliance staff to implement results-based technical assistance to support best practices towards all CAC accreditation standards with particular emphasis on Multidisciplinary Team, Family Advocacy and Victim Support, and Medical Evaluations.
- Collaborates with partner agencies on Federal grant applications and reporting to address the child welfare response to high risk victims of child abuse, such as trafficking within the child welfare population.



- Promotes the children’s advocacy center model and represents the Nebraska Alliance to external audiences which may include funders, centers, committees, and also at special initiatives, conferences, workshops, etc.
- Performs other responsibilities as appropriate and necessary

**Required Knowledge and Skills:**

- Excellent customer service skills.
- Experience with Microsoft Office, including Word, Excel, and Access.
- Ability to work effectively with persons from a variety of multidisciplinary settings.
- Excellent organization, time management and decision-making skills.
- High level of initiative and energy.
- Excellent verbal and written communications skills with the ability to communicate effectively towards targeted audiences.
- Good problem solving skills and ability to effectively resolve conflicts.
- Ability to thoroughly analyze issues and reach independent decisions without supervision.
- Ability to work collaboratively on teams.
- Demonstrate a high level of professionalism, confidence and ethical standards.
- Must respect and maintain confidentiality.

**OTHER:**

- Must routinely submit to a thorough criminal history background check.
- Must have access to a vehicle and possess a valid Nebraska driver’s license and proof of insurance, as this position will require both in-state and out-of state travel.
- Must have the ability and willingness to travel.
- Must be flexible with occasional evening and weekend availability.
- Other duties as assigned.

*This job description is meant to describe the general nature and duties that may be required of this position within the Nebraska Alliance. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. All employment relationships with the Nebraska Alliance of Child Advocacy Centers are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.*