

## CAST Manager

Zero Abuse Project is seeking a Program Manager to support its Child Advocacy Studies (CAST) program. The CAST Manager will be primarily responsible for supporting the CAST Director in managing major aspects of a two-year federal grant program and its deliverables; serving as a training and technical assistance liaison for CAST institutions; and assisting with the coordination and delivery of CAST trainings, meetings, publications, and other related activities. This position will be a unique blend of programmatic, administrative, and communications responsibilities. The ideal candidate will be extremely detail-oriented; thrive in a fast-paced, fluid environment; be able to work independently as well as work closely with colleagues and partners; and be able to manage competing priorities.

### **Responsibilities:**

#### *Project Management (45%)*

- Assist with grant management by creating and maintaining organizational systems for grant activities and deliverables.
- Aid in grant product development, monitoring, and delivery.
- Assist with grant deliverable tracking and grant reporting. Continuously update systems to increase efficiency and accuracy.
- Assist CAST Director in launch of SHEL simulation platform deployment.
- Plan and lead CAST Working Group meetings to enhance CAST Program Plan.
- Coordinate with colleagues and partners to resolve issues and recommend appropriate changes to procedures.
- Oversee assignment and timelines for CAST Toolkit, CREATE Toolkit, and CASTLE module content from contracted subject matter experts.
- Support the CAST Director in receiving, reviewing, and revising CAST Toolkit, CREATE Toolkit, and CASTLE module content from contracted subject matter experts.
- Collaborate with the CAST Director to create CAST content as applicable.
- Aid in grant deliverable development, editing, and dissemination, as applicable.
- Host quarterly calls to optimize CAST launch with new faculty using grant or project deliverables.

#### *Communications (20%)*

- Assist the Director of Communications and CAST Director with developing social media, website and newsletter CAST content.
- Assist Director of Communications and CAST Director with expanding communications opportunities (e.g. webinars, podcast, communities blog).
- Monitor and maintain PACEs Connection Community page.
- Facilitate correspondence within the CAST community through email and conversational events to analyze strengths and challenges to program viability and growth.
- Plan and strategize regular CAST check-in meetings with faculty and administrators.

#### *Training and Technical Assistance Provision (15%)*

- Serve as the main liaison between CAST institutions and Zero Abuse to receive, track, and ensure response to training and technical assistance requests.
- Manage the grant-required TTA360 process (documenting of training and technical assistance requests).

- Assist with developing training and technical assistance-related content for semi-annual grant reports and other CAST reports.

#### *Event Management (10%)*

- Coordinate the annual, virtual CAST Seminar, including planning; advertising; establishing and monitoring Eventbrite registration; assisting participants before and during the event; and creating certificates of attendance.
- Facilitate event promotion and assist the Director of Communications with outreach and marketing.
- Identify potential for new and enhanced events for current and prospective CAST faculty and administrators.
- Manage the development of contracts and scheduling for presenters.
- Assist with Zoom moderation, which includes basic tech troubleshooting, introducing the trainers, and tracking inquiries in the chat platform.
- Provide virtual event support, including fielding questions from prospective attendees.

#### *Administrative (10%)*

- Develop contracts with subject matter experts; receive contractor invoices/supporting documentation; review invoices and submit for payment.
- Manage and maintain data on CAST programs (e.g. profile pages, website listings, interactive map).
- Evaluate processes and systems to enhance CAST program sustainability and growth.
- Assist with general training for prospective CAST stakeholders.
- Assist with CAST training and presentation events for current CAST faculty and frontline learner populations.
- Host conversations with current CAST faculty and administrators to assess program sustainability and growth.
- Maintain and update applicable CAST resources (e.g. materials, marketing, website, surveys).
- Aid CAST Director with growth, sustainability, and collaboration efforts and associated projects.

#### **Minimum Qualifications and Experience:**

- Minimum 3-5 years in a supportive programmatic and/or administrative role, preferably in a non-profit setting.
- Strong attention to detail.
- Excellent verbal and written communication skills.
- Demonstrated ability to work independently and exercise judgment in analyzing and investigating a variety of questions or problems.
- Ability to juggle multiple projects simultaneously and work diligently under pressure.
- Commitment to equipping future child protection professionals with educational opportunities to build their capacity.
- Comfortable speaking with college faculty.
- Working knowledge of Microsoft Office, Google Suite, and Adobe and comfort learning new technology platforms quickly.

**Preferred Qualifications or Experience**

- Experience working in a higher education setting.
- Experience working in the field of victim advocacy or child abuse prevention.
- Experience working on a federal grant(s).
- Experience working with CAST program(s) is a significant plus.

**Travel Requirements:**

- Travel will likely not be more than 5% work time per year.

**Salary:**

- \$60,000-\$70,000 commensurate with experience.

**Other Information:**

- Reports to the CAST Director.
- FLSA exempt position.
- This position may be based anywhere in the continental United States with reliable internet.
- Flexible schedule.

**To Apply:**

Send the following materials to [careers@zeroabuseproject.org](mailto:careers@zeroabuseproject.org):

- Cover letter
- Resume

Please use the subject line 'CAST Manager – [your name]' and include all materials as attachments.

Zero Abuse Project is an equal opportunity employer. Zero Abuse encourages all qualified applicants to apply, especially people of color and those who identify as a member of an underserved group. We value diversity and are committed to an inclusive workforce.

Zero Abuse offers an excellent benefits package including: health, dental, and vision insurance, 401(k) retirement plan with match, disability insurance, life insurance, and generous paid time off including organization-wide closures the week of July 4th and the last week of the year.