



Project Specialist – (Temporary)
Job Description
Department: MDT

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

Position Overview:

WCCAC is a nonprofit that provides free services to child victims of abuse and their non-offending caregivers and other family members. The Project Specialist collaborates with our Multidisciplinary Team (MDT), which includes law enforcement, the Department of Family and Protective Services (DFPS), prosecutors, and community partners. The goal is to ensure that every child receives comprehensive, trauma-informed care, minimizing re-traumatization and streamlining investigations. Reporting to the Director of Client Services, the Project Specialist focuses on building relationships with MDT members, evaluating resources to enhance capacity for law enforcement partners, and developing consistent practices for child abuse investigations and medical evaluations. Key responsibilities include coordinating and facilitating meetings and training, conducting assessments to strengthen engagement, creating models for successful implementation strategies, and reviewing and refining MDT Working Protocols with partners while providing education on best practices.

Reports To: Director of Client Services

Commitment Type: Full Time (40 hours a week)

Base of Operation: Georgetown, Texas (Travel within Williamson County)

Salary: Based on Qualifications, Non-Exempt

Benefits: IRA 3% matching; 529 Education Savings Plan, Health, Dental, Vision, Life and AD&D Insurance; Medical Bridge and Insurance Cafeteria Plan; Employee Assistance Program (EAP); PTO; Military Leave

Qualifications:

- **Education and Experience:** Bachelor's Degree (preferred) from an accredited university with a focus in counseling, social work, psychology, criminal justice, or other related field, along with 2-3 years of relevant work experience, **OR** an equivalent level of professional experience
- **Mission-Driven:** Belief in the WCCAC's mission
- **Computer Skills:** Proficient in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint)
- **Detail-Oriented:** Strong attention to accuracy and detail
- **Diversity:** Ability to work with diverse groups of people
- **Teamwork & Leadership:** Capable of working independently, with a team, and leading projects
- **Project Knowledge:** Understanding of project planning, development, implementation, and evaluation
- **Research & Data Skills:** Knowledge of research methods, statistical analysis, and data visualization
- **Communication:** Strong verbal and written communication skills, including public speaking
- **Organizational Skills:** Strong ability to organize, prioritize, and manage multiple tasks

- **Collaboration:** Ability to work well in cross-functional teams
- **Fast-Paced Environment:** Comfortable working under pressure, meeting tight deadlines, and adapting quickly
- **Multi-Tasking:** Proven ability to handle multiple priorities and make decisions
- **Attitude:** Positive, flexible, and adaptable in a dynamic environment
- **Work Ethic:** Strong ethics, good judgment, and integrity
- **Preferred Experience:** Prior experience with MDT, law enforcement, or DFPS.☒
- **Background Check:** Ability to pass annual criminal and CPS background checks, and clear the National Sex Offender Public Website and SafeSport registries
- **Transportation:** Must have reliable transportation and a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage

Job Tasks: Project Coordination (~60% of time)

- Coordinate with the Director of Client Services to track and report performance data
- Conduct community outreach and facilitate focus groups
- Collaborate with law enforcement to strengthen relationships and address growth barriers
- Coordinate and lead MDT activities
- Support project consultant(s) with community outreach and engagement
- Build and maintain relationships with MDT partners, facilitating meetings and activities
- Evaluate resources to support capacity building for MDT and law enforcement partners
- Develop consistent approaches to child abuse investigations with MDT and partners
- Conduct assessments to improve engagement and offer solutions
- Review and refine MDT protocols and procedures
- Provide outreach and training on MDT protocols to ensure best practices
- Participate in project work planning and development of successful project strategies

Job Tasks: Research, Analysis, and Reporting: (~30% of time)

- Conduct specialized research and analysis, including needs assessments and impact evaluations
- Oversee surveys to ensure they meet program requirements for data collection
- Develop and present research findings through documents, infographics, and presentations for stakeholders
- Coordinate with Development and Finance teams to track and report performance data for grants
- Ensure timely, accurate reporting of grant activities and contribute to funding applications
- Submit evaluations, reports, and timekeeping documentation as required

Other Job Tasks: (~10% of time)

- Attend monthly staff and multi-disciplinary meetings as assigned
- Represent the organization professionally in the community, demonstrating commitment to WCCAC's mission
- Maintain a comprehensive knowledge of the organization's mission, core values, and the children's advocacy center model
- Perform additional duties as assigned

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/ stand at a workstation and/or a computer screen for up to 2 hours at a time

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

This is a grant-funded position that will end on September 30, 2025, with the possibility of extension if additional funding is secured through future grant periods.

To APPLY, please email a cover letter, three references, and resume to wccacinfo@wilcocactx.org with the subject line "Project Specialist (Temporary) – Applicant"