



Part-Time Project Coordinator (Temporary)

Job Description

Department: Education and Training

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.

Core Values:

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision. Compassion and Integrity mean that we work together and make decisions for the greater good – with open, honest, and respectful communication, taking responsibility for what we do and say. Community means that we provide a safe, welcoming, supportive environment that encourages balance, wellness, and team spirit; we create connections through acts of service both inside and outside the organization. Vision means that we learn from our failures, following our relentless curiosity and striving to improve, learn, and grow by asking questions, seeking knowledge, and stretching beyond our comfort zone.

We hire, fire, review, reward, and recognize our teammates based on these characteristics, so it's important that you share these values in order to be part of our team.

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 Part-Time Project Coordinator, in coordination with the education team, is responsible for ensuring our community is well-informed on the dynamics of child abuse, their role as a mandated reporter, and participation in community awareness events. This position will conduct *Recognizing & Reporting Child Abuse* presentations and focus on building relationships and engage with medical community stakeholders to promote child abuse awareness efforts across Williamson County. Additionally, this position is key to building WCCAC's educational outreach, particularly with healthcare providers, to ensure a well-informed community of mandated reporters.

Key responsibilities include coordination of grant outcomes, including but not limited to, coordinating, and facilitating meetings and training(s), ensuring training opportunities are provided and well attended, creating new training(s), and assisting with conducting new and current training. Your resourcefulness in organizing and conducting professional training, which meets organizational, and grant objectives that will aid us in promoting our mission, engaging with our community, and inspiring confidence in our brand. The ideal candidate for this role should have superior organizational skills, great leadership qualities, excellent multi-tasking skills, superb interpersonal skills, and be an effective trainer.

Reports To: Director of Education and Training

Commitment Type: Part-Time (20-29 hours a week), with occasional weekends and evenings.

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

Salary: Based on Qualifications and Experience, Non-Exempt *Temporary position*

Benefits: None

Qualifications

- Bachelor's Degree (preferred) from an accredited university with a focus in a relevant field (e.g., nursing, education, social work, public health) preferred; along with 2-3 years of experience in community education or public speaking.
- Belief in the mission of the WCCAC
- Strong computer skills, including Microsoft Office 365 (Outlook, Word, Excel, Power Point), Strong ability to maintain accuracy and focus on details
- Project management experience
- Ability to work with diverse populations
- Ability to juggle multiple tasks at once
- Effective verbal communication and presentation skills.
- Familiarity with child abuse prevention, reporting requirements, & community education practices.
- Ability to work independently, as well as with a team
- Must have a "can-do" attitude and be flexible and responsive in a dynamic environment
- Must have excellent work ethic, exceptional judgment, and unquestionable integrity
- Excellent written and verbal communication skills
- Critical thinking skills and ability to handle confidential information
- Ability to pass annual criminal and CPS background checks, as well as clear the National Sex Offender Public Website and SafeSport registries
- Must also have reliable transportation and possess a valid Texas Driver's License that meets the Center's insurance company's requirement for coverage.

Job Tasks: Project Coordination Education & Training (65%)

- Work with Grants Specialist to map out timelines, outcomes, and deliverables within grant scope.
- Collaborate with WCCAC staff to assess and enhance medical community engagement strategies.
- Support community outreach efforts by developing and implementing targeted outreach plans for medical providers and community stakeholders.
- Track, manage, and maintain records of prospective and current relationships and education activities, ensuring effective follow-up and relationship management.
- Collect, organize, and analyze data from outreach efforts to monitor engagement levels, track progress on outreach goals, and identify prospective relationships.
- Present established professional trainings in support of education team

Community Engagement & Relationship Building (30%)

- Develop and strengthen relationships with medical professionals and institutions, enhancing their role in child abuse prevention and awareness.
- Represent WCCAC at networking meetings and community events.
- Work independently and travel within Williamson County as needed to engage with the medical community and other stakeholders.

Other Job Tasks: (~5% of time)

- Attend monthly staff and multi-disciplinary meetings as assigned
- Maintain a comprehensive knowledge of the organization's mission, core values, and the children's advocacy center model
- Perform additional duties as assigned

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 December 31, 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 Coordinator (Temporary) – Applicant"