



Family Resource Center Association

Job Title: Project Manager
Reports To: Program Director
Hours: Full-Time with benefits

Employment: At Will
FLSA Status: Exempt
Date: 09/15/2022

About the Family Resource Center Association:

The Family Resource Center Association's (FRCA's) vision is for a Colorado in which every family is thriving and self-reliant. Our mission is to strengthen families through partnership and collaboration. Learn more about us at www.cofamilycenters.org.

Position Summary:

Responsible for building strong partnerships with family resource centers (32 Member Centers) through regular correspondence to monitor practice implementation, providing coaching, training, and technical assistance to support center-level implementation teams in their efforts to implement high quality, evidence informed family support practice to Colorado families. This involves managing stages of implementation using fidelity tools and frameworks, delivering monthly virtual and/or in-person trainings, and conducting ongoing performance monitoring such as facilitating learning communities and annual site visits. This position will participate in management of other agency-wide initiatives (i.e. equity implementation, membership expansion, strategic planning).

Working Relationships

Internal Relationships: FRCA Staff and Board Members

Task Supervisor: Implementation Director

External Relationships: Family Resource Center Directors and Staff, FRCA stakeholders

Essential Duties and Responsibilities

Project Management

- Build strong partnerships with Member Centers through regular correspondence (phone, email, in-person/virtual meetings).
- Support center-level implementation teams (currently 32 centers) through provision of extensive technical assistance to monitor practice implementation.
- Primary administrator of stage-related activities for Initial Implementation, Full Implementation, Innovation and Sustainability phases as defined by National Implementation Science Network.
- Annually conduct in-person and/or virtual fidelity monitoring site visits.
- Plan and facilitate monthly peer learning calls, and communities of practice.
- Establish and monitor an implementation training plan to include coaching plans, staff and supervision training materials, and technical assistance plans related to implementation.
- Propose revisions to model fidelity monitoring based on review of implementation challenges and sustainability considerations.
- Co-lead, with Committee chair, the Justice, Equity, Diversity, and Inclusion (JEDI) Committee.
- Lead FRCA's internal implementation team including meeting logistics and monitoring implementation plan progress.
- Oversee FRCA's Equity, Diversity, and Inclusion action plan including supporting workgroups as needed.

Project Reporting

- Grant/contract monitoring and oversight (deliverables, work plan implementation, budget review, relationship building, reapplication timeframes).
- Assist in development of association-level programmatic reports to key stakeholders, including funders.
- Develop and monitor regular outcome and evaluation measures for project goals.

Training Implementation

Please note, FRCA will provide training to this position on the training curricula.

- Deliver monthly virtual and/or in-person trainings using Zoom Pro to maintain trainer certification in relevant topics (Standards of Quality for Family Strengthening and Support, Motivational Interviewing, and Administration of the Colorado Family Support Assessment 2.0 tool, Family Pathways Framework Implementation).
- Support Training Manager with continuous quality improvement and monitoring of training content.
- Manage Member Center's On Boarding and Compliance Improvement Plans as it relates to training goals.
- Co-lead a monthly learning community/community of practice to support post training implementation and skill development of trainees.

General Tasks and Responsibilities

- Actively participate in FRCA meetings in a positive, problem-solving manner.
- Maintain professionalism in line with FRCA policies and standards.
- Participate in sub-committees and workgroups as needed.
- Represent FRCA and Member Centers in meetings that promote visibility and credibility of FRCA and Member Centers.
- Maintain high level of confidentiality as it relates to the agency and all records/documents.
- Ability to work flexible hours when needed, including occasional planned over-night travel within the state.
- Perform other program coordination, support, management or administrative duties as may be assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To perform this assignment successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualifications

- Demonstrated experience in project management including planning, implementing, managing, timely completion, and evaluation of projects.
- Demonstrated experience (at least 1 year) providing technical assistance and/or training in the human services or nonprofit field. May include mentoring, providing coaching, facilitating in-person/virtual training, workshops, and webinars.
- Knowledge base in service provision to diverse families, direct service experience preferred.
- Knowledge base in Implementation Science, within family support/human services field.
- Strong decision making and critical thinking skills.
- Strong interpersonal skills demonstrated by ability to establish and maintain interpersonal relationships with others including peers, internal and external managers, community groups and other stakeholders.

Competencies

- Working knowledge of project management strategies (detailed work plans, compliance monitoring tools, implementation manuals).
- Excellent customer service skills.
- Excellent communication (verbal and written), listening and analytical skills.
- Conscientious, organized, very detail-oriented, and results-driven.
- Strong working knowledge of Zoom Pro, Eventbrite, Google Suite, and Microsoft Office, including Word, Excel, Outlook, and Power Point.
- Strong facilitation and presentation skills.
- Solution-oriented problem-solver.
- Ability to work independently, manage multiple tasks and projects, and to assess and change priorities based upon agency needs.
- Strong skills working with ad-hoc and formal teams to accomplish positive results.
- At FRCA, we strive to promote diversity and equity – and to be a model of inclusive excellence. We are pursuing deliberate efforts to ensure that FRCA is a place where differences are welcomed, perspectives are affirmed, and our network fosters a sense of belonging. Applicants should foster this perspective.

Other Information

- Successful applicant will be asked to authorize a DMV record and other background checks before employment is approved.

Work Schedule and Compensation, Benefits

- This position is a full-time, 40 hours per week, exempt, salaried.
- Compensation Range: \$50,000-\$55,000 depending on experience.
- This position has some flexibility for partial telecommuting, after 90 days of employment.
- FRCA's core hours of operation are Monday through Friday 9:00am to 4:00pm. Schedule options might include 8:00am-4:00pm, 8:30am-4:30pm, or 9:00am-5:00pm. Occasional weekend/evening hours are required.
- FRCA offers a generous benefits package, including health and dental insurance, short term disability insurance, vacation and sick leave, a retirement plan, and monthly self-care reimbursement.

Application Process

FRCA cherishes diverse lived experiences and strongly encourage all interested, qualified candidates to apply, including those with nontraditional backgrounds. We don't want to miss great candidates. Don't let doubt deter you from joining our team.

To apply, please submit the following to info@cofamilycenters.org with "Project Manager" in the subject line:

- **Cover letter addressing how your specific employment experience fits this position**
- **Resume**

Candidates that move forward in the process will be asked to provide three (3) professional references.

Application deadline is 9/25/2022 11:59 PM Mountain. Anticipated phone screens scheduled 9/30, with first round interviews to follow the week of 10/03/22.