



The Massachusetts Children's Alliance (MACA) pioneers leading edge work to improve the lives of children who have experienced abuse and serves as the statewide coalition of the 12 Children's Advocacy Centers. We promote an integrated, multidisciplinary team response to child abuse. MACA is committed to strengthening collaboration and fostering systemic and societal change to protect children.

The Massachusetts Children Alliance (MACA) is currently seeking qualified applicants for the following position:

**Training and Education Manager: Full time**  
**Hours per week: 40 hours per week; Salary: \$65,000 annually**

**JOB SUMMARY:**

Under the supervision of the Executive Director, this position will manage the agency's statewide training and education initiatives, including MACA's annual statewide conference, mental health learning collaboratives for Problematic Sexualized Behavior-Cognitive Behavioral Therapy (PSB-CBT) for school aged children and for Trauma Focused Cognitive Behavioral Therapy (TF-CBT) as well as our child abuse prevention/intervention training, *"Recognizing and Responding to Child Abuse: Working Together to End Abuse."* Our office is located at 11 Beacon Street in Boston, MA. The position will be 100% remote at least through March 30, 2022 due to the COVID-19 pandemic. Post pandemic, occasional in-state travel for meetings will be required.

**DUTIES AND RESPONSIBILITIES:**

- Develop and implement in-person and virtual training programs in conjunction with MACA staff and external partner agencies
- Assist with development, planning and associated logistics related to statewide training initiatives including the annual conference, mental health learning collaboratives and child abuse prevention/intervention training
- Market available training opportunities and provide necessary information
- Assist with the design and preparation of educational aids and materials
- Assess instructional effectiveness and summarize evaluation reports determining the impact of trainings
- Partner with stakeholders and liaise with content experts regarding related projects
- Conduct trainings using MACA's *"Recognizing and Responding to Child Abuse"* as needed
- Supervise staff assigned to education initiatives
- Attend to administrative tasks as well as maintain updated training records
- Actively maintain program related data and produce narrative reports for the Executive Director
- *Other duties as required:* Please note that the Massachusetts Children's Alliance is a continuously growing agency with many exciting start-up projects and activities which require flexibility. This job posting provides a general overview but not an exhaustive description of the duties required.



MASSACHUSETTS CHILDREN'S ALLIANCE

### **MINIMUM PROFESSIONAL REQUIREMENTS:**

- Minimum of Bachelor's degree in human services (social work, psychology, etc.), education or related field; Master's degree in related field strongly preferred. 3-5 years of related experience preferred. Bilingual in Spanish preferred.
- Knowledge of Children's Advocacy Centers and multidisciplinary team approach in the investigation of child abuse is preferred
- Knowledge of the criminal justice system is preferred
- Solid verbal and written communication skills
- Demonstrated experience with public speaking preferably in the context of adult education and training
- Personal qualities including: ability to multi-task, adaptable/flexible, deals well under pressure, detail-oriented, enthusiastic, sense of humor, ability to work autonomously, strong interpersonal skills

### **REQUIRED PROFESSIONAL SKILLS:**

- Must be ready to work in a professional environment
- Must possess excellent interpersonal skills to work effectively with many different constituencies
- Must be skilled in communicating effectively both in writing and verbally
- Must possess excellent organizational skills as well as a sensitivity to diversity
- Must demonstrate flexibility, good judgment and be able to work independently
- Must hold a current driver's license

This position offers health benefits and paid leave.

*The Massachusetts Children's Alliance is committed to providing equal opportunity in its recruitment and hiring practices without regard to sex, age, race, color, religion, handicap, national origin, sexual orientation, pregnancy, military status, marital status, genetic information or any other protected status under applicable local, state or federal law. The Massachusetts Children's Alliance is committed to a diverse work force.*

Applicants who are interested in this position and who possess the minimum requirements should submit a letter of interest and resume electronically, both in PDF format, to [jobs@mачhildrensaliance.org](mailto:jobs@mачhildrensaliance.org) with the subject line: **ATTN: Search Committee**

***PLEASE NO CALLS to the office about this position***

**APPLICATION DEADLINE: January 14, 2022**