

## **Position Announcement**

### **Maine Families Quality Assurance and Expansion Coordinator**

Maine Children's Trust  
56 Leighton Road  
Augusta, Maine 04330  
207-623-5120

Maine Children's Trust is a statewide organization based in Augusta that prioritizes family and child well-being. We believe that supportive communities and strong families prevent child abuse and neglect. For nearly 30 years, we have lead child abuse prevention efforts in Maine and are seeking a highly competent professional who brings expertise, technical skill, and passion that will enhance, support, and drive expansion efforts for the Maine Families Home Visiting Program.

#### Overview:

As Quality Assurance and Expansion Coordinator and member of the Maine Families management team, you will utilize your skills and experience in managing family-serving programming to expertly support quality service delivery in this statewide program, as well as represent the Trust in a variety of settings and high-level partnerships. You will assess fidelity to the Parents as Teachers model, the program standards and contract requirements through site visits, site reviews and site reports and provide technical assistance to strengthen service delivery. As Maine Families expands to serve a wider audience, you will serve as a liaison with funders and partners to ensure effective communication and collaboration.

#### Requirements:

To be considered for this important role, the applicant will have:

- Proven experience in human services program/project administration
- Familiarity with state and/or federal grants management and reporting
- Knowledge of family support and primary prevention strategies
- Experience with data systems and data collection
- Training experience
- Commitment to diversity and inclusion
- Strong communications skills to include critical decision-making skills
- Ability to work effectively independently and as part of a team
- Ability to plan, coordinate, implement and manage multiple activities at once
- Ability to effectively convene and lead teams, coalitions, and working groups
- Availability to work during typical business hours
- Ability and willingness to travel in state, with out-of-state travel also occasionally required
- Outstanding verbal and written communication skills

### Responsibilities:

As Quality Assurance and Expansion Coordinator, you'll meet the Trust's, implementing programs, and contract expectations, while fostering and supporting innovation, compliance, and growth. Responsibilities include, but are not limited to:

- Developing and/or disseminating protocols, tools, trainings and providing technical assistance for Local Implementing Agencies to support high quality implementation of the Maine Families program
- Assessing fidelity to the Parents as Teachers model, the program standards and contract requirements through site visits, site reviews and site reports in partnership with the Performance Management Coordinator
- Providing planning and administrative support to the Maine Families Statewide Coordinator and as a member of the Maine Families Administrative team in support of all aspects of program operations
- Assisting with data system updates and reporting functions, as needed
- Serving as a member of the Parents As Teachers State Office staff
- Representing the Trust through group presentations and partner meetings
- Providing various trainings
- Keeping up to date on national best practices, supports, and information to keep efforts on the cutting edge

The ideal candidate will have strong organizational skills to manage diverse responsibilities and proven experience in program administration using data-driven practice. Experience working in statewide programming using strong collaboration skills, an MA/MS (in human development, public health, social work, epidemiology, family services or other relevant area), experience in training professionals and outstanding verbal and written communication skills are desired. A BA/BS degree with significant relevant experience may be considered.

This position is a full-time salaried grant-funded position that, though based in Augusta, comes with flexibility and opportunities to work remotely. The salary band range for this position type is \$68,835-\$79,425.

### To Apply:

Interested and qualified applicants: Please send a letter of interest, along with a resume and contact information for three professional references to [info@mechildrenstrust.org](mailto:info@mechildrenstrust.org)

Maine Children's Trust is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, gender identity, national origin, ancestry, age, physical or mental disability, or sexual orientation.