



The Texas Alliance of Child and Family Services

Project Support Specialist

Background:

The Texas Alliance of Child and Family Services (TACFS) seeks a full-time Project Support Specialist. TACFS is Texas' leading network of mission-driven organizations that have embraced the call to serve vulnerable children, youth, and families in their communities. TACFS members across Texas work to prevent and address child trauma through services including prevention and early intervention, family preservation, residential/foster care services, adoption, post-adoption, youth and young adult transition services, mental health, education, substance misuse, and other programs designed to promote safety and reduce risk for children, youth, and families. Our mission is to strengthen and continuously improve the services, practices, and care for at-risk children, youth, and families. We achieve this mission through research and education, collaboration, and advocacy. TACFS is committed to growing an organization rooted in equity and inclusivity, where we readily acknowledge, accept, embrace, and celebrate the collective sum of the differences each of us brings to the environment.

The Texas Center for Child & Family Studies is a 501(c)(3) (The Center) and a supporting organization of TACFS. The Center strives to support and initiate the development of high-quality child welfare services to ensure the best possible care for all Texas children. The mission is to provide education, research, and training to strengthen the capacity of organizations and systems of care to deliver high quality support services to children and families in Texas. Please visit our website for more information: tacfs.org

The TACFS team is mission-driven, highly motivated, energetic, and supportive of new and different ways of meeting the needs of the organization and our vast and diverse network of member organizations. The organization was established 1976 and we are continuously evolving in response to the dynamic nature of the work we do. Our overall strategic aim is to support our members so they can do what they do best - care for children and families. And we strive to support the overall child, youth and family serving system, including national and state partners. TACFS is committed to initiatives that promote the growth and sustainability of organizations led by Black, Indigenous, and people of color, striving to equitably support our member organizations and community partners regardless of size or composition of leadership.

This position will join the growing TACFS Learning Team to support the administrative duties for training and technical assistance (TA) projects, with a primary focus on our work with the Office of the Governor's Child Sex Trafficking Team to build sustainable capacity and improve the quality of care at emergency and long-term residential placements recovering and serving commercially sexually exploited youth (CSEY), or youth at-risk of CSE (CSE).



In our work to support best practices through the advancement of programs like community-based foster care, alternative/differential responses, transitioning youth and young adult programs, the TACFS team is also driving systems change to grow CSE prevention, recovery, and healing supports throughout the state.

Our vision is to continue building capacity across continuums of care at the local level to support child and family wellbeing through evidence-based policies and practices, ensuring that youth have access to the critical supports and resources they need to avoid or exit human trafficking. Specifically, this position will lead and provide administrative support for the day-to-day work of the CSEY project, including all logistics related to training, TA, and communication. This position will also provide administrative support as needed for other training and TA initiatives to support a highly-skilled and qualified child welfare workforce across Texas.

Reporting: The Project Support Specialist will report to the Vice President of Learning and will receive direction from the CSEY Project Manager. The Project Support Specialist will work collaboratively with the TACFS Learning Team, TACFS staff, TACFS CEO, TACFS Board and membership; and with other stakeholders including CSEY providers, advocacy organizations, and state and national partners.

Key Responsibilities: The Project Support Specialist will have the exciting opportunity to lead and provide all aspects of administrative support for the CSEY training and TA project, and other training/TA projects as needed. This position will support the overall aim of TACFS and The Center to assure child welfare professionals provide services in a competent, ethical, reflective, and professional manner. The Specialist will work closely with the CSEY Project Manager and regularly collaborate with other members of the TACFS Learning Team to successfully manage and perform all day-to-day clerical duties associated with the successful delivery of training and TA.

Roles & Responsibilities include:

- Scheduling trainings, in-person and virtual (Zoom)
- Coordinating all aspects of training registration
- Sending all pre/post training communications to training registrants and trainers
- Preparing training/TA-related announcements for TACFS newsletters/social media
- Developing training and TA evaluations on Survey Monkey
- Preparing Survey Monkey training evaluation summary reports
- Developing and administering certificates of attendance for trainings
- Creating/maintaining training and TA email distribution lists
- Supporting administrative tasks related to CSEY Statewide Assessment
- Developing pre/posttests on Survey Monkey



- Preparing polls and breakout rooms for Zoom in advance of virtual trainings
- Corresponding and coordinating training logistics with third-party training contractors
- Developing, administering, and finalizing training and TA agreements/contracts
- Providing administrative support for CSEY project meetings including scheduling meetings, preparing agendas and other relevant materials, sending email reminders, taking notes, coordinating follow-up tasks
- Proofreading, editing, and formatting training and TA resources, including PowerPoints
- Receiving, screening, and responding to training and TA inquiries
- Creating basic training proposals for organizations as requested
- Coordinating travel logistics for CSE Project Manager and Learning Team as requested
- Scheduling meetings with CSEY Project Manager and project stakeholders as requested
- Providing customer/technical support to users of The Center's online learning platform
- Generating and preparing reports from The Center's online learning platform
- Support in uploading prepared learning content to The Center's online learning platform
- Creating innovative and efficient training and TA tracking records and reporting systems
- Developing and distributing final training/TA reports on outputs and outcomes
- Working closely with TACFS Accounting Team for training/TA billing/invoicing
- Building and sustaining relationships with state and national subject matter experts to facilitate the ongoing collaborative nature of our work
- Supporting planning, operations, and logistics for TACFS' annual Texas Child Care Administrator's Conference
- Participating in TACFS team meetings, key project staffings, monthly member calls, and other relevant internal and external convening
- Other duties as assigned that support TACFS priorities and goals, member priorities, and overall advocacy efforts

Required Qualifications:

- A commitment to supporting the mission of TACFS, our members, and the greater child and youth serving community through capacity building efforts
- Attention to detail, with strong clerical and time management skills
- Excellent verbal and written communication skills
- Demonstrated success supporting behind-the-scenes logistics for complex projects
- Highly organized, self-motivated, creative, with a commitment to integrity
- Ability to successfully work independently and also be a team player who enjoys working collaboratively with TACFS staff, member agency staff, and other partners
- Demonstrated commitment to equity and inclusivity
- Enjoys developing strong working relationships with project stakeholders/partners
- Goal oriented and a "quick study" who readily adapts and can problem-solve
- Strong desire to support efforts to train adult learners in the child welfare workforce



- Experience using Microsoft Office (Word, Excel) and Zoom

Preferred Qualifications:

- Experience working with survivors of child sex trafficking and/or lived CSE experience
- Working knowledge of anti-trafficking efforts (policies, best practices, legislation)
- Working knowledge of Texas child welfare system
- Event-planning experience
- Experience supporting administrative functions of online learning platforms
- Experience using Survey Monkey and Mentimeter

This is a full-time position, with a flexible, accommodating work environment. Position is remote, and some travel will be required. TACFS values our employees and aims to provide compensation and benefits commensurate with experience. TACFS is an equal opportunity employer. TACFS does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, Non disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need. Please e-mail resume and cover letter to Tiffany Greco, VP of Learning, at tgreco@tacfs.org.