



SCAN of Northern Virginia

www.scanva.org

205 S. Whiting Street, Suite 205, Alexandria, VA 22304
 Loudoun County Office: 18 Export Drive, Sterling, VA

About the Organization: SCAN of Northern Virginia was founded in 1988 to promote the well-being of children, improve parent-child relations and prevent child abuse and neglect through education, public awareness and advocacy. SCAN’s vision is that every child in Northern Virginia will grow up in a safe, stable, nurturing family, with the supports they need to contribute to stronger communities today and as adults tomorrow. SCAN educates communities, provides direct parent support and education, and advocates for children in the community, the legislature and the court (CASA).

Job Title:	Program Manager, Family Programs
Supervisor/Reports to:	Director, Family Programs
Average Hours/Week:	Full-time
Position Description: This position requires a mission-oriented individual to help deepen SCAN’s reach and impact throughout Northern Virginia. The person holding this position will have a passion for making a difference in the community; ability to work with various audiences; excellent organizational and managerial skills; and a strong work ethic. The individual will be responsible for coordinating the family programs implemented throughout Northern Virginia.	
Role and Responsibilities:	
<ul style="list-style-type: none"> • Manage SCAN’s family program which includes managing participant recruitment, site agreements, volunteer recruitment, securing materials, program scheduling and implementation. • Manage one staff member and multiple program contractors. • Lead volunteer recruitment and retention specific to the program. • Oversee data collection and reporting. • Conduct outreach efforts for program participation and expansion in Northern Virginia. • Network within communities throughout Northern Virginia. • Provide on-site supervision of facilitators and childcare providers during day and evening training and support group programs. • Respond to parent inquiries by phone/email and manage referrals for other community resources as appropriate. • Maintain regular communication with Director and provide timely reports on successes and challenges. • Oversee the maintenance of the service provider and parent contact lists. • Present to community members and parents about SCANs programs and curriculums as needed. • Facilitate parent group programs when needed. 	
Qualifications	
<p>Qualified candidates must have a bachelor’s degree with 3+ years of related work experience, access to a vehicle and ability to travel to locations throughout Northern Virginia. Qualified candidates will be self-motivated, strong communicators who possess excellent written and oral skills, with the ability to work independently and within teams. The position requires strong organizational skills, attention to detail, the ability to monitor and meet deadlines, and an advanced level of proficiency in the Microsoft applications Word, Excel, PowerPoint and MS Access. candidate must be comfortable assessing situations and making decisions to help address any challenges that happen during program sessions with families, staff, or equipment. Must work evenings during program implementation season. Must be able to travel outside of the Northern VA area to attend conferences/trainings. The candidate must be comfortable discussing sensitive issues including child sexual abuse Requires lifting of materials and equipment up to 50 lbs.</p>	
Salary & Benefits: Salary commensurate with education and experience. Benefits include health, dental, life, and short-term disability insurance; a retirement match; flexible schedule; personal days and sick/vacation leave; paid holidays; and the opportunity to work with a supportive, dynamic and dedicated team of child welfare advocates.	

Application Instructions:

Send resume and cover letter with salary expectations in PDF format to applications@scanva.org.

Subject: Program Manager Family Support Program Opening

No calls please. If your application is selected, you will be contacted for an interview.

Please note applications that do not include a cover letter will not be considered.

APPLICATION DEADLINE: June 7, 2019

All employees of SCAN must also consent to criminal and child protective services background checks.