

Attachment 1

Staffing Plan and Job Descriptions for Key Personnel

PROJECT OFFICER JOB DESCRIPTION

Job Description

We are looking for a project officer who is able to use their organizational skills to perform administrative tasks and ensure that each stage of the project management cycle happens smoothly. In the early part of a project's development, the project officer might help the project engineer construct a strategic plan for the project, which involves high-level organizational skills. The project officer may also support multiple projects so they must be able to manage different online dashboards for each project they're supporting to help those projects stay organized and on task. They project officer should have knowledge management software to help them arrange project documentation and records, which they might put into reports for stakeholders.

Responsibilities

- Provide financial reports and budget outlines to Executives
- Oversee the development of the project and ensure that team members are carrying out their tasks efficiently
- Draft new and improving existing project management office policies and processes
- Evaluate projects to ensure they are meeting company standards, adhere to budgets, and meet deadlines
- Document the project's creation, development, and execution as well as the project's scope, budget, and justification

Requirements and skills

- Proven work experience as a Project Officer or similar role
- Strong leadership skills.
- Good written and verbal communication skills
- Strong attention to details and technicalities
- Excellent organizational and technical abilities
- Good interpersonal and multi-tasking skills
- Relevant training and/or certifications as a Project Officer

DESIGN DIRECTOR JOB DESCRIPTION

Job Description

We are looking for a design director who is able to interpret the expansion needs of the SNCAC. The design director would have an understanding of the mission and vision of Children's Advocacy Center and the nuances that are needed to create a child friendly and safe environment. The design director would be able to turn those concepts into compelling creative solutions. The design director must be a skilled manager of the team that is implementing the director's design plan. The design director must be an effective communicator, especially when it comes to relaying creative concepts to design teams and SNCAC stakeholders.

Responsibilities

- Distill abstract expansion concepts and needs into creative solutions.
- Take responsibility for the creative vision and the standard of output across team members who work under them.
- Pitch ideas confidently and present the creative vision clearly to clients, as well as communicate in the same manner to members of the creative team.
- Have strong people management and leadership skills in order to hire, develop, and inspire the creative team.
- Ensure that all of the SNCAC's creative output/visuals are consistent with the overall brand.
- Collaborate with other team members and stakeholders.
- Have an understanding of the Children's Advocacy Center movement and the need for a child first design and mindset.

Requirements

- A degree in a visual or experiential design discipline or equivalent professional experience.
- Five or more years of experience as a senior-level designer.
- Ability to work with clients to understand detailed requirements and determine a plan that will ensure they are met or exceeded
- Extensive supervisory experience (including leadership, team-building, and delegation) leading and managing a creative team.
- Be excited about collaborating and communicating closely with teams and other stakeholders via a distributed model to regularly deliver design solutions for approval.
- Be open to receiving feedback and constructive criticism.