



**Prevent Child Abuse North Dakota (PCAND)** is a 501(c) 3 nonprofit committed to a safe and nurturing environment, free from abuse and neglect, for all children. By building public awareness, educating communities, advocating for public policies, developing strategic partnerships, and providing training and technical services, PCAND is working to strengthen and empower families and children across the state.

**PCAND** is looking for a Project Manager who will oversee planning, implementation, management and evaluation of Prevent Child Abuse ND's projects and initiatives in conjunction with the ND Department of Human Services. Projects/initiatives include but are not limited to: Child Abuse Prevention Month, Period of Purple Crying, Mandated Reporter Training and Handle with Care. The Project Manager will work alongside PCAND staff to conduct outreach, build and maintain relationships with stakeholders, promote prevention awareness messaging, and develop reports for network contacts as well as funders. If you are looking for an easy, boring desk job full of data entry and clerical work, this position is not for you!

**REQUIREMENTS:** The ideal candidate for this position is bright, energetic, and organized. PCAND prioritizes transparency and honesty in all matters, knowing that our mission is greater than one individual. A skilled writer would be welcomed with open arms, and strong technological skills (conducting internet research, formatting reports, utilizing the Microsoft Office Suite) are a must. A passion for helping children and families is required. We are open to different education and professional backgrounds, but would prefer a candidate with documented experience or education working with children and families in some capacity.

**SCHEDULE:** PCAND hours are 8:00-5:00, Monday-Friday.

**LOCATION:** North Dakota

**COMPENSATION:** We offer a full benefit package and salary is DOQ.

If you are interested in applying for this position, please email us at [info@pcand.org](mailto:info@pcand.org) so we can send you the application and full job description.

The application deadline is 5:00 pm on Friday, October 16th.

If you have any questions, contact PCAND at (701) 223-9052.

To request a full job description please email [info@pcand.org](mailto:info@pcand.org)