

**North Carolina Coalition Against Domestic Violence
Job Description**

Training Coordinator

Hours:	Full-time; some evening and weekend work required
Location:	Durham, NC
Reports To:	Director of Statewide Capacity
Status:	Exempt
Salary:	\$46,000 - \$51,000

The mission of the North Carolina Coalition Against Domestic Violence (NCCADV) is to lead the state's movement to end domestic violence and to enhance work with survivors through collaborations, innovative trainings, prevention, technical assistance, state policy development, and legal advocacy. We believe that patriarchy, gender inequality, heterosexism, and all oppressions play a central role at the individual, institutional, and cultural levels in creating and maintaining environments that accepts domestic violence. We believe it is vital to understand and advocate for the elimination of all forms of oppression, including, but not limited to: sexism, racism, and heterosexism. We believe it is critical to serve all domestic violence survivors, regardless of race, age, class and ethnic group, sexual orientation, gender identity, mental and physical abilities, religious and spiritual beliefs, and immigration status. We know oppression comes in all forms and leads to additional issues for survivors; we strive to serve all survivors of domestic violence and their respective needs.

We believe that through the power of our shared experiences and collective voice, we can work together to create individual, institutional, and cultural change. We work intentionally and actively to create safe spaces for survivors of domestic violence. We believe the voice and experience of survivors must be the foundation of our work, and that the domestic violence movement can change society.

Position Summary: Under the supervision of the Director of Statewide Capacity, the Training Coordinator stewards the implementation of NCCADV's Training Program to achieve strategic goals for the improvement of individual and organizational capacity among NCCADV members and allied partners, and an increase in the quality of services available to survivors of domestic violence and their children. This includes delivery of on-site and specialized trainings to members and the public, and providing support to staff trainers within NCCADV.

Primary Job Responsibilities:

1. Develop a strategic vision for NCCADV's Training Program and implement that vision through collaboration and partnership with other NCCADV staff and partners.
2. Ensure wide knowledge of NCCADV's strategic goals around training and inspire participation and support from others where necessary.
3. Integrate latest knowledge and issues from across the field, and related fields, in order to ensure NCCADV training activities support the organization's role as a thought leader in domestic violence services and prevention.
4. Provide programmatic and budgetary oversight for NCCADV's Training Program.

5. Work to continually improve and evolve NCCADV's trainings to be of the highest quality and to maintain the highest level of relevance for local programs.
6. Develop and implement training in the form of lectures, workshops, seminars, institutes, and conferences as required.
7. Manage the planning and implementation of NCCADV's biennial conference.
8. Coordinate the development of NCCADV's annual training calendar.
9. Develop and maintain strategic partnerships to broaden the reach and offerings of NCCADV's Training Program.
10. Secure relevant and highly regarded trainers that not only meet the needs of the audience, but provides additional insight that will provide the attendees significant takeaways.
11. Enhance the current system to develop a Trainer's Bureau that vets and prepares potential trainers.
12. Ensure the thoughtful and useful in-depth evaluation and statistics of the training function and apply fact-based decision making in all aspects of training—trainer selection, training curriculum, and training program capacity and structure.
13. Oversee the work of NCCADV's Training Team and monitor the progress of team-generated goals and activities.
14. Identify on an ongoing basis the training needs of local domestic violence programs and allied professionals with specific emphasis on issues of equity, including issues of cultural, institutional, and individual oppressions that create barriers to safety for victims of domestic violence.
15. Maintain a fee schedule for NCCADV training events, and maximize the generation of revenue where appropriate.
16. Manage contracts for the Training Program, including negotiating, writing, processing, and storing them.
17. Maintain statistics regarding training provision by the organization.
18. Participate in the development of training for NCCADV's annual Membership Meetings.
19. Supervise staff members, interns, and volunteers as assigned.

Other Responsibilities:

1. In collaboration with NCCADV's Directors' Team and NCCADV's Equity Team, assist with internal implementation of policies and practices that promote equity for LGBTQ employees and partners.
2. Prepare any necessary reports in a timely fashion, as required by funders, supervisor, and Executive Director.
3. Participate in NCCADV regional and statewide projects and evaluation activities as required.
4. Participate in NCCADV staff meetings, in-service trainings, regional meetings, and retreats, and perform other duties as requested by supervisor and Executive Director.
5. Serve on statewide committees, workgroups and task forces as appropriate.
6. Contribute to the weekly mailing, brochures, other publications, and assist in the publication of the annual report.

Required Qualifications:

1. Understand and support the mission of the North Carolina Coalition Against Domestic Violence.

2. Strong commitment to social justice and intersectional feminism.
3. Ability to demonstrate an anti-oppression/anti-racism analysis and to apply that analysis in relationship development, written work, and communication.
4. A commitment to ending domestic violence, community violence, and all other forms of oppression that affect marginalized populations.
5. Prior experience developing and designing training materials.
6. Thorough understanding of resources, relationships, and the politics within the domestic violence prevention and response movement in NC.
7. Experience working in an anti-violence field, particularly anti-domestic violence work.
8. Ability to build relationships with people who are supportive of and people who are resistant to NCCADV's strategic and philosophical approach to IPV prevention and response, in order to advance the work of NCCADV.
9. Strong interpersonal skills and an ability to develop mutually beneficial working relationships with community partners and NCCADV staff members.
10. Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies. Desire to work with people from a variety of backgrounds and experience.
11. Willingness to be challenged and grow through work outside of one's comfort zone.
12. Commitment to contribute toward a positive work culture.
13. Advanced knowledge of Windows operating systems and Microsoft Office programs, (Excel, Word, Publisher, Outlook and Power Point), Qualtrics, and social media platforms. The ability to learn about other technologies to advance the work of NCCADV.
14. Ability to organize and manage work time.
15. Valid driver's license, access to reliable transportation; willingness and ability to travel; some overnight travel required.

Preferred Qualifications:

1. Experience managing programs and budgets.
2. Strong writing and public speaking skills.
3. Experience writing government and private grants and grant reports.
4. Experience working with rural communities.
5. Fluency in Spanish or additional language beyond English.

NCCADV is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We strongly encourage survivors of intimate partner violence to apply. We welcome and encourage applicants from diverse groups to apply including, but not limited to African-American, Latinx, Native American, Asian/Pacific Islander, and LGBT persons. We also welcome people from all national origins, religions, ages, & ability status.

To apply: Send resume, cover letter, and three references to Carolina Alzuru, Director of Statewide Capacity, at NCCADV.training@gmail.com by February 20, 2019.