**Job Description:**

**Training Coordinator**

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada’s communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

**Position:** Training Coordinator

**Reports To:** Program Director

**Status:** Full Time, Professional Employee Exemption

**Hours:** 40 hours/week, 9-5 pm, Monday – Friday

**Benefits:** Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option

**Wage Range:**  $45,000.00 – $75,000.00 per year

**Travel:** Frequent statewide travel required

**Date Reviewed:** July 2019

**Summary:** The Training Coordinator is responsible for the overall capacity-building trainings in accordance with NCEDSV’s vision and mission. The Training Coordinator works under the supervision of the Program Director.

**Overview:** The Training Coordinator provides trainings and educational materials to all member programs and allied professionals. The Training Coordinator assumes a consultant role throughout the state in partnering with collaborating community partners, providers, other nonprofits, and supporters. The Training Coordinator works with the community partners to establish strategic focus, priorities, and general scope of training programs the Coalition will provide.

**Responsibilities**:

Primary:

* Develop and deliver capacity-building trainings to member programs and allied professionals through the annual conference, regional trainings, collaborative workshops, and other special training events
* Develop and update educational materials as needed. Materials may include but not limited to: brochures, handbooks, and resource lists for survivors as well as professionals who provide services
* Serve as a consultant to organizations that are developing a new training program or enhancing their current training program for their staff, volunteers, and the general public
* Facilitate statewide and regional trainings that will address current issues facing service providers

Representation:

* Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition’s mission and vision statements and guiding principles.

Possible Board Committee Assignments:

* TBD

Physical Demands:

* Ability to lift 25 lbs.
* Sitting for extended periods of time

**Qualifications:**

Required skills, knowledge and ability:

* Excellent verbal, written, and organizational skills
* Computer literacy and proficiency with MS Office Suite
* Access to reliable transportation to travel as needed to complete job duties, valid Driver’s license and proof of insurance necessary
* Ability to read, write, and speak Spanish preferred
* Ability to adapt to changes in work duties, processes and technologies
* Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
* Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
* Experience working in a non-profit environment
* Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence
* Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment
* Understanding of the role the Statewide Coalition plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors and their children

Education and Experience:

* MA degree in Education, Communications, or related humanities field and 4 years’ work/volunteer experience, or 8 years’ equivalent work and/or volunteer experience
* Curriculum development and community organizing/outreach experience preferred
* Experience in social change advocacy preferred
* Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

Employee Signature Employee Printed Name Date

Supervisor Signature Supervisor Printed Name Date