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**JOB DESCRIPTION**

**Position Title:** Technical Assistance and Training Specialist

**Supervisor:** Deputy Director **Employment Status:** Full-time

**FLSA Status:** Non-Exempt **Salary:** $50,000 - $55,000

The Technical Assistance and Training Specialist will be the primary staff person responsible for coordinating the agency response to requests for technical assistance from domestic violence programs, allied professionals, stakeholders, and other community organizations. Coordination of response may include researching available resources, relevant laws or regulations, trends and best practices, and/or identifying an alternate subject matter expert. In addition, this position will also provide support to the Maryland Training Team by assisting with design, development, coordination, and implementation of large and small scale training programs at MNADV.

**Duties and Responsibilities:**

* Coordinate agency technical assistance response regarding domestic violence and related issues to groups such as culturally specific community organizations, faith-based organizations, domestic violence service providers, and other allied professionals.
* Provide support in the planning of the Statewide Comprehensive Intimate Partner Violence Training for Advocates and Professionals.
* Assist with design and development of training methods and curricula for specific audiences (online, in-person, conferences, professional development classes, etc.).
* Represent the agency on community and statewide task forces and working groups by attending meetings and providing technical assistance on an on-going basis.
* Compile data and assist with organizational assessments and grant reporting.
* Contribute logistical assistance with organization of virtual and live trainings from planning to evaluation.
* Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence and related issues.
* Document and organize communications with staff, partners, consultants, and selected jurisdictions.
* Provide support for agency-wide events, such as MNADV’s annual Memorial Service, Annual Meeting, and statewide conferences.
* Coordinate with staff, board members, and partners on project-related and agency-wide activities.
* Attend staff meetings, training team meetings, and ad hoc meetings as needed.

**Minimum Qualifications:**

* Strong organizational and program management skills required.
* Significant knowledge of the field of power-based violence and interest in researching resources, laws/regulations, trends and best practices.
* Notable experience as a trainer, coach, or training facilitator.
* Strong verbal and written communication and interpersonal skills required. Must be able to work with a broad diversity of professionals.
* Must be responsible, reliable, professional, punctual, and flexible.
* Must be able to travel to meetings, trainings, and events in DC/Maryland area (post COVID).
* Minimum of a bachelor’s degree required or commensurate professional experience; Master’s degree preferred.
* Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women.

**Benefits:**

* Position is on-site, 40 hours per week.
* Health benefits available.
* Paid holidays. Paid leave is accrued (sick and vacation).
* Reimbursement for national and statewide travel.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

**All interested parties, please send cover letter and resume to:**

Jenn Pollitt Hill, Interim Executive Director,

Maryland Network Against Domestic Violence

3601 Presidents Drive, Suite 300, Lanham, MD 20706 or

[jphill@mnadv.org](mailto:jphill@mnadv.org)