



# NCCADV

North Carolina Coalition  
Against Domestic Violence

## Training & Membership Specialist

- Hours:** Full-time; some evening and weekend work required
- Location:** Remote (our office is located in Durham, NC but we are currently operating fully remote due to the pandemic)
- Reports To:** Training Coordinator
- Status:** Exempt; Temporary (start as soon as possible and ability to work until September 30, 2021 with potential for extension pending funding)
- Salary:** \$52,000 - \$54,000

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 Training Coordinator, this position is responsible for providing administrative support to the Statewide Capacity Team. This includes support for training, member services, technical assistance, campus services, and the planning process for the 2022 NCCADV Biennial Conference. This position will work with relevant staff to continually improve and evolve NCCADV's statewide capacity programs to be of the highest quality and to maintain the highest level of relevance for our members. This position requires significant collaboration with all other NCCADV staff members, advanced organizational skills, the ability to work with professionalism, the ability to work with various forms of software and technology, and strong multi-tasking skills.

## **Job Responsibilities:**

### **Training/Event Recruitment & Logistics (Approximately 50%):**

1. Create and disseminate outreach and publicity materials for trainings, including through NCCADV's weekly digest, monthly training newsletter, and by updating the website and social media platforms.
2. Recruit and support members registering for NCCADV trainings.
3. Provide technical and/or logistical support during trainings, webinars, and events.
4. Provide administrative and technical support to Training Team including:
  - a. Work with trainers to develop training registrations, agendas, and evaluations
  - b. Work with trainers to prepare training materials for each training
  - c. Track training enrollment and attendance
  - d. Work with trainers to disseminate post-training materials to training participants
  - e. Assist in creation of evaluation summary training reports.
  - f. Work with trainers to learn virtual training platforms.
  - g. Triage and disseminate technical assistance requests
5. Build online learning modules for trainers adapting in-person trainings to virtual platforms.
6. Assist with organizing and coordinating, marketing, and recognition events, including domestic violence awareness month.

### **Conference Planning (Approximately 25%):**

1. Meeting scheduling, facilitation, and taking meeting minutes
2. Coordinate logistics for conference materials
3. Assist with maintaining NCCADV's conference website pages.
4. Manage contracts, including writing, processing, and storing them.

### **Member Services (Approximately 10%):**

1. Contribute to weekly digest, brochures, newsletters, social media, and assist in the publication of the annual report.
2. Coordinate NCCADV's Silent Witness program pick up/drop offs.
3. Work with relevant staff to maintain member online resources up to date.
4. Assist in answering incoming phone calls.

### **Technical Assistance (Approximately 10%):**

1. Assist with distributing and responding to technical assistance. This includes working with a team of staff that provides technical assistance to local domestic violence programs, colleges and universities, allied professionals, and community groups on issues related to domestic violence.



2. Develop toolkits and resources to enhance technical assistance services across the state.
3. Assist with maintaining statistics regarding training and technical assistance.

**Other Responsibilities (Approximately 5%):**

1. Prepare any necessary reports in a timely fashion, as required by funders, supervisor, and Executive Director.
2. Participate in NCCADV statewide projects and evaluation activities as required.
3. Participate in NCCADV staff meetings, in-service trainings, statewide meetings, and retreats, and perform other duties as requested by supervisor and Executive Director.

**Required Qualifications:**

1. Understand and support the mission of the NC 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. Experience working in anti-domestic violence work.
6. Strong interpersonal skills and an ability to develop mutually beneficial working relationships with community partners and NCCADV staff members.
7. 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.
8. Sales and customer service skills.
9. Willingness to be challenged and grow through work outside of one's comfort zone.
10. Commitment to contribute toward a positive work culture.
11. Advanced knowledge of virtual learning platforms (Zoom, Loom), Windows operating systems and Microsoft Office programs, (Excel, Word, Outlook, and Power Point), and social media platforms. The ability to learn about other technologies.
12. Experience building out online trainings.
13. Ability to organize and manage work time.

**Preferred Qualifications:**

1. Experience planning conferences and/or events.
2. Experience publicizing events.
3. Experience with training evaluation.
4. Prior experience developing and designing virtual training materials.
5. Two years of administrative experience.
6. Experience answering domestic violence hotline.



7. Experience working with rural communities.
8. Fluency in Spanish or additional language beyond English.
9. Live in NC.

**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 Nicole Feehan, Training Coordinator at [NCCADV.tmspecialist@gmail.com](mailto:NCCADV.tmspecialist@gmail.com) by March 31<sup>st</sup>, 2021. No phone calls, please.















