



Job Title

Training Program Coordinator

Position Overview

The Maryland Coalition Against Sexual Assault (MCASA) is looking for a Training Program Coordinator to support our efforts to improve the delivery of evidence-based and culturally competent services for sexual violence survivors throughout Maryland. This newly created position is responsible for coordinating and scheduling arrangements for delivery of training programs and workshops, including logistical support, outreach, data collection and evaluation. The ideal candidate will possess detail-oriented organizational skills, exceptional interpersonal communications skills and a knowledge of sexual assault.

Classification: Non-Exempt

Salary: Low 40's, DOE

Responsibilities and Duties

The Training Program Coordinator will be responsible for coordinating training efforts throughout the state and ensuring that professionals working with sexual assault survivors have access to continuous training regarding the rights and services available to sexual assault survivors.

- Manage the logistics of MCASA's training including registrations, promotion, outreach, evaluation and updating and managing a system for tracking training requests. This will also include interfacing with external partners to coordinate site logistics, schedule external subject matter experts and coordinate accommodation requests for participants
- Participate in pre- and post- training activities, including preparatory meetings, training debriefs, data entry and analysis of formal evaluation forms, and follow-up surveys of training participants
- Identify training opportunities and creating meaningful content and curriculum that supporting MCASAs mission to end sexual assault in Maryland
- Develop and facilitate MCASA training programs for professionals working with survivors of sexual violence. These include annual sexual assault victim advocate trainings; trainings on individual topics such as college sexual assault; professional development for Rape Crisis & Recovery Center staff and others working with sexual assault survivors
- The Training Specialist will coordinate with current MCASA staff members including the Sexual Assault Legal Institute (SALI), the Sexual Assault Forensic Exam/Sexual Assault Response Team Policy Advocates, the College and Prevention Staff Attorney and Prevention and Education Program Coordinator to identify any new training needs across the state, and develop strategic plans to ensure proper training for these professionals in compliance with MCASA's standards for training

- Investigate new technology solutions to enhance training effectiveness
- Gather and document feedback from training participants after each educational session to assess for satisfaction, knowledge gained and effectiveness of instruction
- Coordinate with MCASA's Communication Coordinator to update and distribute electronic and tangible educational materials including training announcements, brochures, booklets, press releases and other outreach
- Assist in the production of training and technical assistance materials including dissemination of recent research findings or policy changes to Maryland's Rape Crisis & Recovery Centers, MCASA members, and professionals working with survivors
- Collect data and prepare grant reports
- Support effective agency communications including, for example, listservs, social media, e-newsletter, conference calls, etc.
- Other duties as assigned by Executive Director or Division Manager.

Qualifications

- Bachelor's Degree in Public Health, Women's Studies, Education, Sociology, Criminal Justice, Social Work or related degree preferred
- Experience working with survivors of sexual assault or other personal violence such as domestic violence, child abuse, elder abuse, or stalking preferred
- Knowledge and/or previous work experience to include one or more of the following: training, teaching, writing, professional training, community outreach
- Strong oral and written communication, organizational, problem solving and planning skills
- Familiarity with program evaluation is an asset
- Experience with Microsoft Office applications (Word, Power Point, Excel), Adobe Creative Suite (InDesign, Illustrator, Photoshop), NEON and MailChip or equivalent software is preferred
- Ability to use and communicate professionally and effectively through e-mail and social media including Facebook, Twitter, Instagram and other platforms; able to learn and use new technology such as online databases and communication systems
- Commitment to ending sexual violence
- Access to a car and valid drivers license; this position requires travel within Maryland

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision,

peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Commitment to Diversity

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

To apply: send resume and cover letter to jobs@mcasa.org. No phone calls, please. Send resume & cover letter to jobs@mcasa.org with “Training Program Coordinator” and your name in subject line. Applications will be considered as received and applicants are encouraged to apply as soon as possible. Start date is ASAP.