



Job Description

TRAINING/TECHNICAL ASSISTANCE COORDINATOR

REPORTS TO: Prevention Manager, Community Advocates Public Policy Institute

SUPERVISES: n/a

DUTIES & RESPONSIBILITIES:

1. Coordinate logistics for technical assistance meetings, trainings and events. Determine and design the most appropriate instructional setting for each learning experience.
2. Develop and implement communication strategies for technical assistance, including maintaining a listserv, creating and implementing social media strategies and maintaining an interactive website. Coordinate design and layout of all training/technical assistance materials and communications.
3. Stay informed of current developments, best practices, new research, reports and trends regarding trauma-informed principles, positive youth development, violence prevention, substance use prevention, vocational preparation for youth, adolescent well-being, the public health approach, evidence-based practices and related issues.
4. Recruit specialists in relevant topic areas to provide training and/or technical assistance that is beyond the capacity of the Public Policy Institute at Community Advocates.
5. Ensure training and technical assistance processes are collaborative and responsive to specific needs of stakeholders. Utilize principles of adaptive leadership to manage resistance to change.
6. Create and implement systems for tracking and evaluating objectives of trainings and technical assistance processes.
7. Willingness to be trained as a trainer in evidence-based practices and curricula utilized by the Public Policy Institute. Facilitate trainings in areas of expertise.
8. Other program-related and administrative duties as assigned.

QUALIFICATIONS/SKILLS:

- Applied knowledge and understanding of adult learning theory, trauma-informed principles, positive youth development, violence prevention, substance use prevention and/or vocational preparation for youth.
- Experience in relationship-building, and working effectively with individuals from diverse backgrounds.
- Strong communication and/or marketing skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Experience with training and facilitation will be considered a plus.

PERSONAL QUALITIES: Leadership and facilitation skills; comfortable communicating with people at all levels; relationship builder; organized; adept multi-tasker.

SPECIAL CONDITIONS/TRAVEL: Local travel to training sessions/conferences may be required. Must have valid driver's license and proof of auto insurance. Ability to lift a minimum of 25 pounds.

SALARY RANGE: \$40,000 to \$50,000

HOURS PER WEEK: 40 hours mainly Monday through Friday 9am – 5pm. Limited evenings or weekends may be possible.

To apply for employment at Community Advocates, send a resume and cover letter to jobs@communityadvocates.net.

Please include the title of the position for which you are applying in the Subject Line of your email.