

## Training and Outreach Coordinator

### Job Description

The New Jersey Coalition Against Sexual Assault (NJCASA) seeks a full-time Training and Outreach Coordinator to support statewide training initiatives and provide technical assistance to sexual violence service organizations and allied professionals throughout New Jersey.

NJCASA provides a statewide voice for survivors of sexual violence and the 21 county-based sexual violence programs (plus the Rutgers University Office of Violence Prevention and Victim Assistance – New Brunswick) that serve them. Our focus includes:

- Advocacy for survivor-centered policies and legislation;
- Training and education for sexual violence service professionals and allied professionals; and
- Prevention strategies to address and reduce the root causes of sexual violence.

**NJCASA's Training and Outreach Coordinator is a critical member of our small, passionate team.** Ideal candidates will have a solid understanding of the root causes of sexual violence and the need to increase New Jersey's capacity to provide a trauma-informed response to victims/survivors. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges. The ideal candidate will have vision, a positive attitude, high professional standards, and passion for the mission of NJCASA. In addition, candidates should be politically savvy, outcome-oriented, have a mind for strategic planning, work with intention, and be interested in being part of a progressive, mission-driven team.

### Responsibilities:

- Create, support, and manage NJCASA training initiatives:
  - Create, promote, convene, and evaluate NJCASA Training Institute in-services for sexual violence service professionals and allies.
  - Create web-based training content for NJCASA's e-learning platform.
  - Create and expand distribution of NJCASA's factsheets and resources.
  - Write educational blogs for distribution on NJCASA's social media platforms.
  - Coordinate trainings for external stakeholders.
- Represent NJCASA at statewide events/meetings/conferences, etc:
  - Attend statewide and community based events, providing resources and information about sexual violence and available resources.
- Other duties as assigned

### Preferred Experience/Skills/Qualities:

- Demonstrated dedication to the anti-violence movement, social justice, and gender equity
- Able to set priorities in a shifting environment
- Excellent interpersonal and communication skills
- Project management experience
- Understanding of the dynamics and impacts of sexual violence
- Professional training and curriculum development experience
- Training coordination and facilitation
- Critical and strategic thinking
- Strong analytical and persuasive writing skills

- A high level of organization in managing multiple projects and deadlines
- An ability to work with minimal supervision
- Skills in process facilitation, data management, and program design

**Salary range:** Annual salary of \$40,000 - \$45,000, commensurate with education and experience

**To apply:** Cover letter and resume in a **single PDF document** to [pteffenhart@njcasa.org](mailto:pteffenhart@njcasa.org).

**NOTE:** Please no phone calls or follow-up emails. Only applications being considered will receive a response. The position is open until the appropriate candidate is identified, but ideally the new team member will start before the end of February 2018.

*This position offers a competitive salary and benefits package. NJCASA is an equal opportunity employer that values a diverse workforce and an inclusive culture. NJCASA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, and veteran status.*