



National Resource Center on Domestic Violence

JOB DESCRIPTION

JOB TITLE: Training and Technical Assistance Program Specialist, **Programs and Prevention Team**

STATU: Non-Exempt

REPORTS TO: Director of Training & Technical Assistance

SUPERVISES: N/A

SUMMARY

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity building and education efforts are central to NRCDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

The National Resource Center on Domestic Violence embraces an intersectional approach to addressing and preventing domestic violence and any form of gender-based violence that works to dismantle all forms of structural oppression and the people it impacts. While NRCDV Stands in solidarity with individuals and groups who have been targeted, degraded, threatened, and marginalized, we are committed to remaining racially explicit in actualizing our Theory of Change: *If we center the lived experiences of survivors of color in order to end systemic racism, we will attain safe and thriving communities.*

The primary role of the Training and Technical Assistance Program Specialist, working in close collaboration with the Director of Training and Technical Assistance, the Accessibility Specialist, and other team members is the effective implementation of training and technical assistance activities for NRCDV's Programs & Prevention Team.

The Training and Technical Assistance Program Specialist also assists with developing and disseminating NRCDV resources and provides programmatic and administrative support for all relevant project activities, with particular attention to equity, quality assurance, accessibility, timeliness, and value constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Training Institute to enhance training programs to individuals and local, tribal, state, and federal entities on specifically designated subjects and issues identified in collaboration with the Director of Training & Technical Assistance.
 - Coordinating technical and other logistics for on-site and web-based training events;
 - Assisting with coordination of training logistics, providing support with the development of training content and marketing materials;
 - Researching resources pertaining to assigned subjects and issues, to include identification of current needs, gaps, etc., to be incorporated and addressed through the provision of training and technical assistance;
 - Supporting the delivery of trainings as appropriate, some in collaboration with other staff or consultants, including on-site and web-based training events;
 - Providing support to the Training Institute for the development and delivery of training events across special projects and key initiatives;
 - Managing external and internal training calendars, scheduling meetings, taking notes, coordinating technical and other logistics for in-person, conference calls, and videoconference meetings;
 - Supporting the development of and updating training presentations; and
 - Updating and maintaining training materials housed in NRCDV's Training Depository.
2. Support the Director of Training and Technical Assistance, the Senior Technical Assistance and Resource Specialist, and other team members to offer high-quality technical assistance to individuals and local, tribal, and state and federal entities on gender-based violence and other intersecting issues.
 - Developing and delivering of technical assistance responses as appropriate based upon the nature of the request;
 - In consultation with the Senior Technical Assistance and Resource Specialist provide customized responses to complex technical assistance requests;
 - Assisting in the provision of ongoing follow-up technical assistance to training participants;
 - Serving as back-up/support to the Senior Technical Assistance & Resource Development Specialist for technical assistance requests received through the White House, forwarded through the U.S. Department of Health and Human Services/Family and Youth Services Bureau/Family Violence Prevention and Services Program;
 - Serving as a resource to all NRCDV staff in the provision of their technical assistance activities; and
 - In consultation with the Director of Training and Technical Assistance, the Senior Technical Assistance and Resource Specialist and other team members collaborate with outside partners to include organizations and initiatives both with and without a primary focus on gender-based violence.
3. Engages in the development of NRCDV resources for dissemination through NRCDV's special projects and key initiatives by:
 - Supporting the development of specialized content including Technical Assistance Questions of the Month, TA Bundles, fact sheets, newsletters, blog articles, featured information, and other online materials;

- Applying an anti-oppression and intersectional lens in the selected resources to ensure that information is current and relevant to NRCDDV's constituents, including those from marginalized communities;
- Assisting in selecting high-quality resources and creating content for use on NRCDDV's social media channels and specific social media events; and
- Supporting the Communications Team in the development of promotional materials and campaigns related to program activities and initiatives.

4. Provides programmatic support to the Programs & Prevention Team by:

- Identifying and/or developing educational resources to support NRCDDV capacity building efforts;
- Supporting the identification and development of educational resources including eLearning modules, toolkits, podcasts, and other training tools;
- Collaborating with team members to compile information for regular team update reports;
- Collecting and compiling information for team update report; and
- Maintaining online files on team management software.

OTHER DUTIES

- Providing support for team meetings including scheduling, contributing to agenda, circulation of materials, and note-taking;
- Participating in Programs and Prevention Team, NRCDDV's workgroups and committee meetings and trainings as required and/or appropriate;
- Providing backup for duties for which team members may be unavailable due to work-related travel, vacation, or other forms of leave;
- Providing support to team members and management to help strengthen the capacity and efficiency of the team; and
- Perform other duties required by management.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bilingual abilities preferred.
- Lived experience or familiarity with the gender-based violence movement or other movements for social change.
- Experience and interest in program coordination, training, and technical assistance.
- Any equivalent combination of education, internships or apprenticeships, and work experience.

Communication Skills

- Effective written and oral communication skills and the ability to communicate with others to understand them and to be understood. Ability to prepare clear, accurate, and

concise publications and reports and assist in the development and revision of pertinent organizational materials.

Computer Skills

- Significant computer proficiency with a knowledge of Apple computers and experience with Microsoft Office and Adobe Suites, and demonstrated expertise using content management software/systems. Demonstrated skills in office systems and equipment and a willingness to learn additional electronic technologies.

Administrative Skills

- Considerable attention to detail, ability to prioritize multiple projects and accurate data entry. Ability to create and format written documents, letters, meeting notes and reports with little or no oversight.

Language Ability

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of constituents or employees of organization.

Math Ability

- Ability to read, interpret, organize, and analyze data.

Reasoning Ability

- Demonstrated understanding of process for critical thinking to promote effective communications strategies. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Other Skills, Abilities and Behaviors

To be a successful member of the NRCDDV team, an individual should demonstrate the following:

- **Shared vision and direction** – Participate in opportunities to provide thoughtful feedback about the organizational vision, strategic plan and mission. Seeks out information, engages with colleagues, and attends meetings to assist in fully understanding how the individual job fits into the full scope of the organization.
- **Ethics & Integrity** - Treats others with respect and consideration regardless of status or position; Approaches situations with diplomacy, tact, and discretion; inspires the trust of others.
- **Teamwork** – Collaborates and communicates within and across teams, enabling workflow and positive partnerships.
- **Personal Accountability** – Drives toward results while taking personal responsibility for their actions and professional interactions. Responds to challenges and opportunities and is flexible and willing to pitch in and try new things, sometimes outside the scope of normal duties. Actively participates in discussions, surveys, retreats, evaluations and other means of communication.
- **Problem-solving and Continuous Improvement** – Actively participates in identifying barriers and challenges in the work environment and works to help overcome them by creating solutions and doing the very best work they can to move the mission forward.
- **Judgment** - Exhibits sound and accurate judgment; supports and explains reasoning for

decisions; includes appropriate people in decision-making process; makes timely decisions.

- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; Keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Valuing Diversity** - Celebrates diversity and shows respect and sensitivity for cultural differences.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Fiscal Responsibility** - Works collaboratively with Programs and Prevention Team within approved budget; conserves organizational resources.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

PHYSICAL DEMANDS

- The physical demands described above 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 communicate with others, move and sit frequently. The employee may also be required to lift or move objects of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The noise level in the work environment is usually quiet, but with constant interruptions.

TRAVEL REQUIREMENTS

Occasional travel to Harrisburg, PA or Washington, DC may be expected.

SALARY RANGE: 50,000-55,000