

Kansas Coalition Against Sexual and Domestic Violence

Job Description

Position: Statewide Training Projects Coordinator and Trainer

Responsible to: Training and Education Manager

Primary Responsibilities: This position will split time between coordinating the Statewide Training and Technical Assistance project and training on core and advanced trainings for member programs and allied professionals on topics related to sexual assault, domestic violence, dating violence and stalking. This position will be responsible for planning and coordinating all KCSDV training events, both in-person and virtual, developing a catalogue of training and training calendars, preparing reports on evaluation data and other grant information, and providing technical assistance to member programs and allied professionals.

Specific Duties:

- Plan, coordinate and implement training events and activities
- Coordinate training facilities, travel arrangements, contracts, budgets, flier development and advertising, registration, materials, and virtual training platforms
- Ensure consistent evaluation of in-person, virtual and on-line trainings and prepare quarterly reports
- Develop, implement and monitor calendar of training events and activities
- Serve as the organization contact for training planning and implementation
- Develop training catalogue and quarterly training calendars for member programs and other publications
- Provide opportunities for staff development on adult learning principles and trainer skills, including a training of trainers
- Provide onsite training support as needed
- Review and update internal training procedures as needed
- Maintain and coordinate KCSDV training/ meeting spaces
- Keep curricula for core courses current and consistent with best practices
- Train on core and advanced trainings for member programs and allied professionals
- Provide technical assistance to member programs and allied professionals
- Assist with other KCSDV duties as assigned

Benefits: Health, dental, life, and long- and short-term disability insurance, Section 125 mini-flex plan, and 401K plan contribution.

Employment Status: Full-time, non-exempt

Location: This position offers a collegial working environment in our offices in downtown Topeka, KS.

Knowledge, Skills and Abilities Needed: Experience in training or event planning and coordination; training development, implementation, marketing and evaluation; adult learning principles; virtual training platforms. Ability to organize and track information. Proven written and public speaking abilities. Proficiency in Microsoft Excel, Word, PowerPoint, Outlook, and Zoom. Demonstrated ability to maintain strict confidentiality. Demonstrated commitment to social change and anti-oppression work with a preference for experience in domestic violence and sexual assault advocacy. Ability to travel and have own means of transportation. Must be able to lift and carry 20-30 lbs.

KCSDV is an equal opportunity employer. KCSDV does not consider race, color, religion, gender identity, sex, national origin, age, disability, veteran status, sexual orientation, or marital status in employment decisions. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon these grounds.