

Job Description: Program Specialist - Training

The Nevada Coalition to End Domestic and Sexual Violence, NCEDSV, was founded in 1980 by the five existing domestic violence programs as a vehicle to provide statewide focus on the issue of domestic violence. Our overall purpose is to help Nevada's communities respond creatively and effectively to the needs of victims of domestic and sexual violence. NCEDSV works toward being the statewide voice advocating for the prevention and elimination of domestic and sexual violence through partnering with communities. NCEDSV recognizes the importance of and affirms our commitment to diversity, equity and inclusion. We respect and value all human life and welcome the diversity that makes up human kind by sex, gender, race and religion.

Position:	Program Specialist
Reports To:	
Status:	Full Time, Non-exempt
Hours:	40 hours/week, 9-5 pm, Monday – Friday
Benefits:	Health, vision & dental insurance, paid vacation & sick leave, holidays, life insurance, retirement plan option
Wage Range:	\$20.00 – \$30.00 per hour
Travel:	Moderate statewide travel required
Date Reviewed:	June 2022

Summary: The Program Specialist is responsible for the execution of the development and implementation of trainings and materials in accordance with work plan and NCEDSV's vision and mission. The Program Specialist works under the supervision of the TBD.

Overview: The Program Specialist will assist in developing trainings and educational materials for all member programs and allied professionals. The Program Specialist will oversee the training consultants by creating tasks, timelines, and evaluations. The Program Specialist will collaborate with community partners, providers, other nonprofits, and supporters to establish strategic focus, priorities, and general scope of training programs the Coalition will provide.

Responsibilities:

Primary:

- Responsible for the evaluation and reporting of trainings and special projects and well as final reports as needed
- Responsible for data collection and analysis; continuing education units; and, evaluation and assessment
- Responsible for updating training modules including PowerPoint presentations, handouts, assessments and other documents and materials
- Assist with the development and implementation of trainings, materials, and educational brochures
- Maintain knowledge and skills by attending trainings on subject matter related to domestic and sexual violence, stalking, and prevention

- Represent NCEDSV as a public speaker, trainer, or participant in statewide events as necessary

Representation:

- Serves as agency representative and ambassador in all internal and external interactions and communications in a manner that upholds the Coalition's mission and vision statements and guiding principles.

Possible Board Committee Assignments:

- TBD

Physical Demands:

- Ability to lift 25 lbs.
- Sitting for extended periods of time
- Standing for extended periods of time

Qualifications:

Required skills, knowledge and ability:

- Excellent verbal, written, and organizational skills
- Computer literacy and proficiency with MS Office Suite
- Access to reliable transportation to travel as needed to complete job duties, valid Driver's license and proof of insurance necessary
- Ability to read, write, and speak Spanish preferred
- Ability to adapt to changes in work duties, processes and technologies
- Ability to work independently as well as collaboratively with co-workers who have a diverse range of communication styles and approaches to program planning in a highly interactive and highly productive work environment
- Ability to manage time, evaluate progress, and adjust activities to complete assignments within established timeframes
- Experience working in a non-profit environment
- Understanding of domestic and sexual violence issues, stalking, program service provision, and commitment to ending violence
- Understanding the issues of cultural diversity related to domestic and sexual violence intervention as well as in the context of social change work, and the daily work environment
- Understanding of the role the Statewide Coalition plays in eliminating domestic and sexual violence, and empowering domestic and sexual violence survivors and their children

Education and Experience:

- BA degree in Education, Communications, Public Administration, Public Health, Social work or related humanities field or 4 years' equivalent work/volunteer experience

- Experience in facilitating and conducting trainings, public presentations, and providing adult education required
- Experience in social change advocacy preferred
- Being a survivor is considered experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. All employees are expected to assist with the effective operation of NCEDSV, performing other duties and fulfilling other responsibilities as assigned.

By signing the job description, it shows the employee understands the requirements, essential functions and duties of the position.

_____ Employee Signature	_____ Employee Printed Name	_____ Date
_____ Supervisor Signature	_____ Supervisor Printed Name	_____ Date