

MY SISTERS' PLACE JOB DESCRIPTION

Date: June 2010
Job Title: Training Coordinator
Job Classification: Regular Full-Time Non-Exempt
Position Reports To: Deputy Director of Programs

My Sisters' Place is a not-for-profit 501(c)(3) organization, located in Westchester County, New York, that has grown from a grassroots task force and drop-in center formalized in 1978 into a cutting-edge leader and resource in the field of domestic violence advocacy and services. The Training Coordinator will play an integral role in a coordinated community response against domestic violence through education and empowerment.

DUTIES

- Provide domestic violence and related training to service providers, organizations, and community groups
- Under the supervision and direction of the Deputy Director, Training Coordinator will research and develop curricula for trainings on topics related to domestic violence.
- Assess training needs of agency through evaluative and narrative methods.
- Conduct internal trainings for all program staff using existing curricula; continually update and modify curricula as needed.
- Respond to requests for trainings from outside community organizations and service providers.
- Maintain program statistics and quarterly reports in compliance with funding requirements and objectives.
- Represent agency at community meetings and coalitions as deemed appropriate.
- Other duties as assigned by supervisor.

QUALIFICATIONS

- Bachelor of Arts in social work, sociology, gender/women's studies, education or related field and/or three years domestic violence direct service, community organizing, research, curriculum development and/or training experience strongly preferred.
- Strong public speaking skills, especially in educational and large-group settings
- Knowledge of domestic violence/victimization required
- Excellent written and oral communication skills as well as sound computer skills
- Ability to work independently, assess priorities, take initiative, handle multiple assignments, and meet deadlines
- Excellent interpersonal skills, including the ability to work collaboratively and on a team
- Flexibility of schedule is needed to accommodate trainings
- Must have a valid driver's license and vehicle and be willing to travel throughout Westchester County
- Bi-lingual English/Spanish helpful
- Creativity, flexibility and a sense of humor required

SALARY: mid \$30s, plus a generous benefits package.

Send resume and cover letter by mail or e-mail to: Bincy Jacob
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