

**New York State Coalition Against Domestic Violence
Job Announcement**

Training and Capacity Building Coordinator

Organization Overview: The New York State Coalition Against Domestic Violence (NYSADV) is a statewide nonprofit membership organization comprised of local domestic violence service providers and allies who are committed to ending domestic violence. Founded in 1978, we achieve our mission through activism, training, prevention, technical assistance, leadership development and legislative advocacy.

NYSCADV serves as the information clearinghouse, primary point of contact and resource center on domestic violence for the state of New York. Our organization is responsible for supporting the development of policies, protocol and procedures to enhance domestic violence intervention and prevention. This also includes providing education and technical assistance to the network of primary-purpose domestic violence service providers statewide.

Position Title: Training and Capacity Building Coordinator

Responsible To: Deputy Director

Status: Full-time, exempt, salaried

Location: Albany, NY area or remote location within New York State

Position Overview: The Training and Capacity Building Coordinator will work closely with local domestic violence advocacy organizations and statewide partners to provide training, develop resources, and build the capacity of domestic violence services statewide from a perspective that is survivor-centered, trauma-informed, and culturally responsive. This work includes curriculum development, on-site and virtual delivery of trainings for DV professionals and stakeholders, responding to requests for assistance, supporting production at NYSCADV events, and co-coordination of NYSCADV's Regional Advisory Council.

Position Responsibilities: The Training and Capacity Building Coordinator will be responsible for assigned training and technical assistance tasks including the following:

- Provide and coordinate local, regional and statewide training opportunities for domestic violence advocacy program staff via video conferences, webinars, in-person meetings, telephone and email
- Foster capacity building and leadership development within domestic violence advocacy programs by providing training, resources, and consultation
- Support domestic violence programs in creating and incorporating best practices and trauma informed approaches throughout their organizations, including vicarious and historical trauma
- Provide support for NYSCADV's Regional Advisory Council members, coordinate feedback mechanisms, and build member engagement
- Maintain positive relationships with systems partners to build stable and sustainable domestic violence advocacy services
- Develop relationships with organizations who serve underserved communities
- Support the Executive Director in carrying out NYSCADV's mission and goals
- Assist with grant and external agency reporting as requested
- Serve as agency representative to advisory groups and committees as assigned
- Perform other duties and responsibilities as directed

The Ideal Candidate will have:

The ideal candidate will have several years of experience providing domestic violence advocacy services, experience with curriculum development and training delivery, and knowledge of regulations and best practices for operating residential and non-residential domestic violence programs. The ideal candidate will show

initiative, excel in a collaborative environment, exhibit grace under pressure, and demonstrate a strong commitment to statewide coalition building.

Qualifications/Expectations:

- Bachelor's Degree and minimum of 3-5 years of experience in domestic violence advocacy programs or equivalent combination of education and experience required.
- Prior experience developing and designing training curriculum and materials.
- Experience and/or comfort with providing assistance via video conferences, webinars, telephone, email, and in-person meetings for domestic violence advocates and program directors on a range of topics related to organizational capacity and services.
- Experience creating, implementing and delivering trainings for domestic violence professionals in the form of lectures, workshops, seminars, and conferences as required.
- Demonstrated expertise using technology for training and communications and familiarity with online learning platforms.
- Excellent organizational skills with the ability to manage concurrent projects.
- Proficient in the use of Zoom, MS Word, PowerPoint, and Outlook.
- Comfort level in a fast-paced environment with the capability to meet tight deadline driven timelines.
- Proven ability to multi-task and maintain attention to detail.
- Ability to be a self-starter, initiate and maintain an independent workload
- Ability to develop mutually beneficial working relationships with community partners, government agencies, funders, and NYSCADV staff members. Personal qualities of integrity, credibility and commitment to NYSCADV's Mission required.
- Commitment to nonviolence and ability to respect and work within diverse groups required.
- Ability to comply with agency Ethics, Standards of Conduct, and Confidentiality policies required.
- Access to reliable transportation, willingness and ability to complete pre-scheduled travel within NYS.

RESIDENCY: NYSCADV's main office is located in Albany, NY, and candidates who reside anywhere in the state of New York will be considered for this position. At the time of this posting, NYSCADV is operating with a distributed team who works remotely with pre-scheduled in-person meetings. The role will require some travel throughout New York State as well as occasional national travel.

COMPENSATION: Starting salary will be in the range of \$62,000-\$64,000 commensurate with skills and experience. NYSCADV offers excellent benefits including health, dental, and life insurance and generous leave policies.

TO APPLY: Please send a cover letter, resume, and 3 references (including at least 1 from a direct manager or supervisor) to nyscadvjobs@nyscadv.org. Applications without all of the required items will not be considered.

NYSCADV recognizes that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply for our positions. Also, please let us know if you require accommodations during the interview process.

Applications received by May 3, 2024, will be given priority. The position will remain open until it is filled.

NYSCADV is an equal opportunity employer and all qualified applicants are encouraged to apply. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.