



POSITION DESCRIPTION

POSITION TITLE: TRAINING COORDINATOR
REPORTS TO: Executive Director
SALARY RANGE (1FTE): 35,000-40,000 (2,916-3,333/month) DOE

ORGANIZATION:

The Native Alliance Against Violence (NAAV) is Oklahoma's only tribal coalition against domestic and sexual violence. The NAAV, a nonprofit organization, serves Oklahoma's federally recognized tribes and their tribal domestic and sexual violence programs by providing training, technical assistance and support to address the crimes of domestic violence, sexual assault, dating violence, stalking and sex trafficking in Oklahoma Indian Country.

AREA OF FOCUS:

This position focuses on enhancing the response to violence against American Indian and Alaska Native Women at the tribal, federal and state levels by networking with Tribes and tribal domestic violence and/or sexual assault programs and allied professionals to identify training needs, and by coordinating the delivery of training events including computer-based training, conferences, teleconferences, videoconferences, workshops and seminars in Oklahoma Indian Country. The Training Coordinator will schedule and coordinate all logistics of NAAV training events

RESPONSIBILITIES:

The duties of this position include but are not limited to the following:

- Oversee agency training activities;
- Coordinate trainings relating to domestic violence, sexual assault, dating violence, stalking, sex trafficking, and other topics as may be identified;
- Develop training flyers and marketing materials;
- Assist in the development and distribution of NAAV newsletters and print materials;
- Assist member programs with training needs as requested;
- Work with tribes, tribal programs, and allied professionals to identify training needs;
- Work to identify training contractors and initial training contracts and fee schedules;
- Participate in conference planning work groups and committees to identify training needs;
- Recruit and train volunteers to assist in training workshops and conference delivery;
- Maintain thorough and accurate records of all trainings conducted including detailed records on training curricula delivered and training attendees and assist with grant reporting requirements;
- Work with NAAV staff and interns to update and develop training workshops based on best practices and current research;

- Participate in weekly staffing meeting to discuss status of grant training goals, objectives and activities, discuss new ideas and/or challenges;
- Work on various grant activities as requested;
- All other activities and tasks as may be assigned for the good of the organization.

OTHER:

This Job description is intended to outline areas of responsibility and authority of the Training Coordinator. It is not a complete list of tasks that are included in the position. The Training Coordinator is encouraged to use their experience and creativity to effectively implement the goals, objectives and activities of this position. The Training Coordinator must be willing to work as part of the NAAV team to achieve mutual goals, commit to pursue goals with energy and good humor, and have a willingness to embrace the mission and goals of NAAV and commit to work towards ending violence against Native women and children. This is a grant funded position contingent upon the renewal of grant funds and continuation of the position.

MINIMUM QUALIFICATIONS:

- B.A. or B.S. in related field and 3 years relevant work experience (equivalencies will be considered);
- Must have advanced knowledge of the dynamics of domestic violence and of sexual assault and experience working with survivors.
- Must have an understanding of the dynamics of Tribal communities and experience working with Native people;
- Must feel confident in speaking to large groups of people and moderating speaking events;
- Excellent organizational skills, written and oral communication skills and ability to work independently, with little supervision, but also as part of the NAAV team;
- Must possess and maintain a valid Oklahoma driver' license, and independently travel within the state of Oklahoma and nationally as may be required;
- Competency in basic office operations, record keeping and computer skills;
- Must be willing to lift and carry up to 50 lbs; and
- Must be willing to submit to and successfully pass a criminal background check.

To Apply, send resume and a thoughtful cover letter to jobs@oklahomanaav.org. Qualified applicants will be interviewed on a rolling basis. The position will remain open until filled. No telephone calls will be entertained. ***All applications will be kept strictly confidential.***