



Position Title: Training & Events Coordinator

Hours: 24 hours per week

Direct Supervisor: Executive Director

Additional supervision provided by: Director of Development

The Training & Events Coordinator plans and implements live and virtual training and professional development activities for agency staff and volunteers and makes in-person and virtual presentations and trainings on a variety of domestic violence topics to social service, education, health and human service organizations and to community and civic groups. The Training & Events Coordinator supports the Development Office in planning and implementing annual domestic violence community awareness events.

Essential Duties and Responsibilities Include:

- Review current staff and volunteer training materials, learning guides and on-boarding materials; continuously improve and expand training and professional development programs through evaluation and by recommending process improvements, content upgrades, new technology or delivery tools.
- Create training materials as needed for staff and volunteer and for presentations to partner agencies and other outside groups.
- In cooperation with the Executive Director, develop a training/presentation schedule for staff that utilizes outside speakers and presenters.
- Conduct outreach to professional collaborators and partnering organizations, especially those providing support services to domestic and intimate partner violence survivors; identify cross-training opportunities.
- Utilize Empower database to track and document trainings and presentations.
- In cooperation with the Director of Development, plan and implement annual Domestic Violence Awareness events and activities, including the Allies in Action virtual speaker series and October Take A Stand community event.
- Attend staff trainings, staff meetings, and committee meetings as requested by the Director of Development or Executive Director.
- Abide by Alianza Bylaws and Personnel Policies.
- Maintain the necessary confidentiality of the staff and individuals served by the organization at all times.
- Perform other job-related duties as assigned.

Desired Skills and Qualifications:

- Minimum Associate degree in related field. Candidates with non-traditional pathways and commensurate life experience will be considered.
- Experienced in and comfort with training or teaching, public speaking, and public relations within a non-profit setting.
- Ability to organize and facilitate technical features of Zoom meetings and familiar with Google documents, Microsoft Office Suite, and relational databases.

- Be self-directed, detail-oriented, resourceful and able to take initiative.
- Have excellent written and oral communication skills.
- Have the ability to represent Alianza DV Services, Inc in a professional manner.
- Must have reliable personal transportation, a valid driver's license, auto insurance and an acceptable driving record.
- Must pass a CORI background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and to hear. The employee is frequently required to use hands to figure, handle or feel and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move a minimum of twenty (20) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office. The noise level in the work environment is usually mild to moderate.

Alianza DV services, Inc. is an equal opportunity/affirmative action employer, committed to values of inclusion, empowerment, and social justice. Alianza does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status or genetic information. Bilingual candidates and candidates with experience in domestic violence are encouraged to apply. AA/EOE/ADA

To apply for this position, please send a cover letter and resume to: jobs@alanzadv.org. Resumes will be accepted until position is filled.