



## DELAWARE COALITION AGAINST DOMESTIC VIOLENCE

Breaking the cycle of violence.

### Employment Opportunity: Training and Prevention Specialist

The Delaware Coalition Against Domestic Violence is seeking a full-time **Training & Prevention Specialist** to implement training and educational initiatives and programs that strive to address and prevent domestic violence. The ideal candidate is a highly organized “information manager” committed to social justice and diversity, with extensive skills and experience in administrative support, event planning, public speaking and training; expertise in the field of domestic violence; and knowledge of a public health approach to intimate partner violence prevention planning and evaluation. This position reports to the Director of Training and Prevention.

#### Duties:

- 1) Conduct trainings and presentations that are tailored to community needs and meet learning objectives.
- 2) Coordinate training requests and organize training schedules and speakers, working in cooperation with DCADV staff and in conjunction with appropriate community organizations.
- 3) Coordinate all aspects of training and event logistics, such as speaker contracts, facility rentals, catering, registration, brochures, training calendars, exhibitors and other training/event needs.
- 4) Maintain Training and Prevention Department training materials, resources, and records; process and summarize training evaluations; and prepare training statistics for progress and grant reports.
- 5) Participate on DCADV committees and community committees/task forces.
- 6) Participate in the development, coordination and presentation of DCADV's Annual Retreat, semi-annual DV 101 workshop, and other major training initiatives.
- 7) Provide administrative support for the Domestic Violence Specialist Certification program, including maintaining applicant files, reviewing new applications, corresponding with program participants, and coordinating the application review process.
- 8) Serve as an information and training resource for DCADV staff, member agencies, direct service providers, private and public service agencies, domestic violence specialists, and those pursuing certification. Assist with training needs assessments and resource center materials, curricula development, preparation of presentations and training modalities, and dissemination of information regarding training opportunities and program evaluation.
- 9) Provide support to local, organizational, state and/or national partners engaged in building primary prevention capacity and implementing and evaluating science-based prevention strategies.
- 10) Assist with community outreach, collaboration and relationship building to support training and prevention initiatives.
- 11) Assist with the supervision of Training & Prevention Department interns and volunteers.
- 12) Other duties as assigned.

#### Qualifications:

- 1) Delaware Domestic Violence Specialist Certification preferred
- 2) Bachelor's degree in women's studies, sociology, criminal justice or related field required
- 3) Knowledge of and proven experience with facilitation, training and/or public speaking
- 4) Experience in administrative support or document and information management
- 5) Experience in event planning and/or training coordination
- 6) Demonstrated knowledge of domestic violence and a commitment to ending violence against women

- 7) Excellent oral and written communication skills
- 8) Demonstrated ability to multi-task and manage multiple projects within deadlines
- 9) Demonstrated ability to develop and maintain cooperative relations with a diverse group of individuals, organizations and government agencies
- 10) Demonstrated understanding of and commitment to issues of cultural diversity as they apply to domestic violence prevention, intervention, and services
- 11) Demonstrated proficiency with computers and software programs (MS Word, PowerPoint, Excel)
- 12) Demonstrated organizational skills
- 13) Access to transportation and willingness to travel

**To apply, send resume and cover letter by January 14, 2011 to:**

**DCADV Training & Prevention Dept.- Email: [training@dcadv.org](mailto:training@dcadv.org)**

***NOTE: IN SUBJECT LINE, INDICATE "TRAINING & PREVENTION SPECIALIST" - NO PHONE CALLS PLEASE***

**DCADV IS A STATEWIDE, NON-PROFIT, SYSTEMS AND SOCIAL CHANGE ADVOCACY AGENCY  
LOCATED IN WILMINGTON, DE. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. DCADV is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.