



WOMEN HELPING WOMEN: JOB DESCRIPTION

WHW's mission is to prevent gender-based violence and to empower all survivors.

POSITION TITLE: **Training Coordinator**

FUNCTION: Women Helping Women (WHW) seeks a highly motivated and dependable professional to train corporations and diverse sectors on gender-based violence dynamics, response, referrals and effective policies. The appropriate candidate will operate as a content expert on gender-based violence and serve as a key trainer for the agency.

QUALIFICATIONS: **1-3** years experience in gender-based violence field preferred. Demonstrated experience in and passion for delivering effective trainings to diverse audiences and experience. Excellent organizational and interpersonal skills. Demonstrated ability to execute training modules and adapt curricula as needed based on target audiences. Ability to work independently and with others as a team member and a strong representative of the agency's brand. Proficiency with Microsoft Office Suite. Passionate about WHW's mission. Ability to handle confidential information discretely required.

RESPONSIBILITIES & EXPECTATIONS:

Programming:

- Serve as Agency content expert on gender-based violence (dating violence, domestic violence/intimate partner violence, sexual violence and stalking) and perform trainings for professionals and community members
- Specifically, train corporate target audiences and other diverse sectors on the dynamics of gender-based violence, policy best practices, and referral resources to survivors.
- Adapt and revise core curriculum on gender-based violence with continuous learning improvement processes
- Serve as a key trainer for WHW's new product, WorkStrong™, which is a 3 tiered innovation corporate training program
- Schedule and coordinate training logistics with corporate partners and other sectors
- Effectively link survivors at training sites to advocates at WHW for wrap-around services
- Collaborate effectively with corporate partners and other sectors while securing, implementing and evaluating trainings
- Collect training outcome information
- Maintains skills and awareness of current trends in the field
- Demonstrates awareness of program and/or client needs when providing services

Community Leadership



WOMEN HELPING WOMEN: JOB DESCRIPTION

WHW's mission is to prevent gender-based violence and to empower all survivors.

- Consistently advance the Agency and promote positive public relations
- Exercise discretion when representing the Agency and maintains confidentiality in interactions within community as appropriate
- Promote teamwork and cohesiveness with WHW's positive work culture
- Affirm the value of diversity, and is respectful of others in regards to/does not discriminate based on gender, class, race, ethnicity, ability, religion/spirituality, cultural identity, immigrant or refugee status, and sexual orientation

OTHER REQUIREMENTS: To facilitate Agency effectiveness, may be expected to take on other duties as assigned.

Direct Supervision of Staff and Volunteers: N/A

ACCOUNTABILITY:	VP of Programming
HOURS:	40 Hours per week
FLSA:	Hourly/Non-exempt
BENEFITS:	As stated in the current Human Resources Policy Handbook

Women Helping Women welcomes inclusion and diversity in the workforce. WHW complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

Rev. 4/18