

## CHICAGO METROPOLITAN BATTERED WOMEN'S NETWORK

### Training Coordinator

Title: Training Coordinator  
Location: 1 E. Wacker Drive, Ste. 1630, Chicago, IL 60601  
Supervised by: Director of the CTI  
Supervises: Interns  
Status: Full-time  
Date Revised: 5/04/2018

#### Position Summary:

The Training Coordinator position is responsible for the administration, logistics, and operations of the CMBWN's Centralized Training Institute (CTI).

#### Responsibilities

##### TRAINING DELIVERY & COORDINATION (*approximately 75% of the position*)

- Coordinate Centralized Training Institute (CTI) meetings, trainings, webinars, events and Domestic Violence trainings in both Spanish and English. Lead staff member handling all logistics. Work with facilities managers, vendors, staff, attendees, and instructors to ensure everyone is in the designated place at desired start time with the necessary resources to benefit from the event. Trainings include:
  - Domestic Violence 40-Hour Training, the foundational 40-hour training (6 full day sessions) for new domestic violence workers
  - Advanced and Specialized Trainings to enhance knowledge of domestic violence program staff and the community-at-large
  - Allied Professional Trainings for professionals that are from systems that frequently encounter domestic violence survivors, their children, and those who abuse.
- Handle registrations and payments, both from registrants and to trainers.
- Manage delivery of on-demand, on-line training. Implement strategies in increase on-demand, on-line training available.
- Steward relationships with the cadre of diverse "expert speakers" that deliver training for CTI Programs. Provide support, maintain communication and customer service. Alert Director to any issues needing attention. Manage speaker database and files.
- Create and distribute evaluations of training and other events, and collaborate with CTI team to integrate feedback to improve program development.
- Remain current on adult education methodology and research on domestic violence.
- Staff assigned committees relating to education and training.

##### COMMUNICATIONS AND OUTREACH (*approximately 20% of the position*)

- Implement the communication strategy to inform potential training attendees about upcoming events and educational opportunities through CTI, including maintaining an on-line calendar of upcoming events.
- Market CTI programs through the development and design of brochures, flyers, manuals, training packets, press releases.
- Liaise with printers and graphic designers (if needed).
- Coordinate and organize the distribution of materials regarding CTI.
- Collaborate with the Director of CTI to research and identify new training markets.

##### OTHER (*approximately 5% of the position*)

- Provide administrative support to the CTI team.
- Attend and actively participate in departmental and staff meetings.
- Protect The Network's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in

professional organizations.

- Perform other duties as assigned by supervisor.

### **Work Environment**

- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, fax, copiers, scanners, filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 40 pounds.
- Travel between the office and other locations is required. Must possess a valid driver's license and an insured vehicle.
- Occasional night and weekend hours are required a few times a year.
- Work place is a smoke- and drug-free environment.
- The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

### **Qualifications:**

#### ***Education***

- Bachelor degree in gender studies, social work, social sciences, or humanities preferred

#### ***Experience***

- Bilingual Spanish/English preferred
- Commitment to social justice, especially in the area of violence against women.
- Previous experience supporting staff or a team in an office environment.
- Experience in developing and managing training and presentations, planning events and meetings that displays meticulous attention to detail, excellent time management skills, ability to manage multiple projects under tight deadlines, and creative problem-solving.
- Will need to be able to travel within Cook County to trainings and events, and be able to lift and transport training supplies.
- Solid computer skills, including Microsoft Excel, Word, PowerPoint and Adobe Creative Suite products, as well as proficiency using social media is required.
- Working knowledge of (or willingness to develop) learning management systems and computer-based training programs.
- Strong communication skills – both oral and written.
- Must be able to work independently and as part of a collaborative team.
- Previous experience working with people from diverse backgrounds required.
- Must have an understanding and commitment to the mission and philosophy of The Network.

#### ***Licenses/Certification***

- 40-Hour Domestic Violence Training required (must have within 90 days of hire).
- Status as an Illinois Certified Domestic Violence Professional or eligibility for Illinois Certified Domestic Violence Professional status preferred.

*It is not the intention of this position description to limit the specific duties of this job, but rather to describe the major responsibilities associated therewith at the time the position description was prepared. As the organization changes, or simply with the passage of time, the specific tasks and responsibilities that comprise any job also tend to undergo changes. Such changes may consist of additions to, reductions in, or substitutions of duties and responsibilities. This position description should be revised on an annual basis to reflect such changes. I have read this job description, understand it, and am able to perform the essential job functions of this position. I have had the opportunity to discuss the job description with my supervisor.*

**Signature:**

**Date:**

**Compensation**

- We offer a compensation package that includes employer paid health, dental insurance, and a 403B retirement account. We offer generous leave, a flexible work schedule, and professional development opportunities.
- Salary range for this position is \$38,000 to \$42,000 depending on experience and qualifications.

**How to Apply**

- Please submit resume and cover letter to: [eurbach@batteredwomensnetwork.org](mailto:eurbach@batteredwomensnetwork.org), with the subject line “your last name, first name.”
- No phone calls please.