



## **POSITION DESCRIPTION: DIRECTOR OF TRAINING & COMMUNITY OUTREACH**

**Position:** Director of Training and Community Outreach

**Reports To:** Vice President, Community Relations

**Purpose:** Responsible for oversight and successful attainment of goals of the Training & Community Outreach department, which provides capacity building opportunities, community outreach, prevention, and bystander intervention training for a wide range of service providers and community resources across the state of Tennessee. The Director of Training and Community Outreach r, in conjunction with the Vice President of Community Relations, also oversees SAC's Outreach Teams, which are specialized teams that uniquely serve marginalized and underserved communities. Additionally, the Director of Training and Community Outreach is responsible for maintaining existing community partnerships and actively seeking new partnerships to expand the department's reach and impact.

**Job Type:** Full-Time, salaried position. Salary range of \$64,000 - \$69,000 annually.

### **Major Duties Include:**

- Manage and oversee the Training & Community Outreach team. Activities include identifying, developing, and implementing new projects, creating curriculum and providing specialized training, managing budgets, and evaluating current projects.
- Evaluates effectiveness of training, prevention, outreach and bystander intervention programs and utilizes and analyzes relevant data to revise or recommend changes in objectives and methods.
- Maintain competency and current knowledge of market trends, skill development strategies/curriculum, and trainings.
- Hire, train and provide ongoing supervision to Training & Community Outreach department to ensure team successfully meets project goals.
- Provide oversight to SAC's Outreach Teams – specialized teams comprised of SAC staff that uniquely service marginalized and underserved communities.
- Responsible for project evaluation and ensuring all deadlines and reports are met effectively per grant requirements.
- Maintain focus on team's professional development and dissemination of trauma-informed, client-centered, and culturally competent training consistent with best practices and current research.
- Manage and oversee successful execution of annual statewide conference.
- Work collaboratively with community partners to ensure success of training and technical assistance initiatives.
- Model interdepartmental collaboration to develop effective and efficient organizational policies, processes and training that support SAC's Strategic Plan.
- Speak publicly about SAC's mission and services at community Lunch & Learns, networking events, community meetings, and in the media.
- Cultivate relationships with community and SAC stakeholders, local corporate, and government entities, and other key community leaders to increase SAC's community reach.

**Requirements:**

- Curiosity to learn new concepts and quickly apply learnings and teach or mentor others.
- Ability to collaborate with others to identify and solve issues or make proactive recommendations and lead through influence.
- Demonstrated ability to manage multiple priorities and deadlines while maintaining attention to detail.
- Strong verbal and written communication skills with the ability to effectively present ideas to internal teams and external partners or clients.
- Ability to participate in organizational, employee or community engagement events off premises, as necessary.
- Mentally focus on tasks and apply sound reasoning and judgement.
- Ability to travel to locations throughout Tennessee as necessary.

**Required Qualifications:**

- Direct experience working with sexual assault victims/survivors or within systems/organizations that advocate for them.
- Proven experience working with diverse communities.
- Demonstrated ability to build and sustain strong community partnerships.
- Three to five years of relevant experience, with a preference for experience in facilitating trainings.
- Strong understanding of sexual assault dynamics and a trauma-informed approach to training.
- Minimum of two years of supervisory experience.

**Educational Requirements:**

- Master's degree or equivalent experience in social work, public health, or related field.

*SAC reserves the right to waive any of the above qualifications dependent on work experience and other qualifying factors.*

**Competencies:**

- Ability to effectively communicate with community partners from multiple disciplines to build and maintain meaningful relationships and partnerships.
- Models' trauma-informed approach and cultural humility related to client care, supervision, and team/organizational wellness.
- Skilled at meeting facilitation and public speaking.
- Organized, detail oriented, and flexible.
- Able to identify and respond to shifting priorities.
- Utilizes good judgement to navigate uncertainty and conflict.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

**Benefits:**

SAC offers a competitive benefits package that includes:

- Employer-sponsored medical, dental, and vision insurance
- Employer-covered long-term disability insurance and EAP (Employee Assistance Program)
- Discounted supplemental AFLAC benefit options
- 401(k) Plan with up to 3% matching options
- 15 days of Paid Time Off annually, with increased accrual rates each year
- 10 paid Holidays & 2 Floating Holidays annually
- 12 hours of Days of Action annually
- Self-Care Leave with every five years of employment
- Monthly Therapy Stipend

**To Apply:** Please submit a cover letter and resume to Dr. Kay Morgan, Vice President of Human Resources, at [humanresources@sacenter.org](mailto:humanresources@sacenter.org). Applications submitted without a cover letter will not be considered.

**SAC is an Equal Employment Opportunity employer.**