



## **POSITION DESCRIPTION: SENIOR STATEWIDE TRAINING SPECIALIST**

**Position:** Senior Statewide Training Specialist

**Reports To:** Director, Training & Community Outreach

**Purpose:** The Senior Training Specialist supports the VOCA Statewide Training and Technical Assistance grant. The position tracks and meets goals of the grant through providing expert training and technical assistance for victim service providers and front-line professionals with an emphasis on VOCA funded dual domestic and sexual violence programs and sexual assault programs statewide. The program goal is to expand the capacity of professionals to respond to and support victim/survivors of sexual violence.

**Job Type:** Full-Time, salaried position. Salary range of \$51,000 - \$54,000 annually. This is a hybrid position with 2 to 3 days per week in the office. Some statewide travel may be required.

### **Major Duties Include:**

- Provide training sessions to dual and sexual assault programs and other victim service providers throughout Tennessee including but not limited to coordination of details for training sessions, preparing and assembling training materials for participants, dynamic facilitation of training content and collecting survey data.
- Work collaboratively with team members to develop and modify training curriculum and training materials.
- Provide ongoing technical assistance to participating sexual assault programs remotely and via site visits for capacity building purposes.
- Work collaboratively with participating programs to design policies, procedures and protocols for serving sexual assault survivors.
- Facilitate, prepare and personalize virtual and in person support retreats for sexual assault service providers; to provide both continuing education and opportunities for self and community care to mitigate burnout and compassion fatigue in professionals.
- Participate in the planning, coordination and implementation of annual Statewide Sexual Assault Training Conference with the support of the Training Administrator and Director. This includes scripting, speaker identification, troubleshooting, hosting, etc.
- Meet administrative/clerical needs of grant including but not limited to setting meetings, general correspondence with participants, developing and updating SAC training materials, participating in team meetings.
- Perform other duties as assigned.

**Educational Requirements:**

Master's degree in social work or a related field is preferred or equivalent work experience. An additional 3 to 5 years of experience in curriculum building, facilitation, training and community education, with expertise in trauma, domestic violence or sexual violence and related topics, is required. Experience in community relations and/or providing technical assistance is also highly valued. A demonstrated history of applied research and a strong understanding of sexual assault dynamics, trauma-informed responses, and treatment considerations are essential.

**Required Experience:**

- Working with systems/organizations working on behalf of sexual assault victims/survivors.
- Working with diverse communities, along with a strong understanding of equity and justice principles. This role requires a commitment to supporting survivors, especially those from marginalized backgrounds, and a background in identity-focused education and equity training.

**Competencies:**

- Ability to effectively communicate with community partners from multiple disciplines to build and maintain meaningful relationships and partnerships.
- Must be pro-active, engaging and possess excellent rapport building skills.
- Must be able to balance being organized and detail-oriented with being flexible and keeping up with changing scopes of project work.
- Models trauma-informed approach and cultural humility related to client care and team/organizational wellness.
- Skilled at meeting facilitation and public speaking to multiple education levels, backgrounds and disciplines.
- Organized, detail oriented, and able to manage and track data.
- Able to identify and respond to shifting priorities.
- Utilizes good judgement to deescalate/pivot conversations and handle a disruptor in a training.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

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

**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) benefits
- Discounted supplemental AFLAC benefit options
- 401(k) Plan with 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 [humanresources@sacenter.org](mailto:humanresources@sacenter.org). Applications submitted without a cover letter will not be considered.

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