

NRCDV Training & Resource Development Specialist National Resource Center on Domestic Violence (NRCDV)

It is the NRCDV's mission to improve societal and community responses to domestic violence and, ultimately, prevent its occurrence. We provide a wide range of free, comprehensive, and individualized technical assistance, training, and specialized resource materials and projects designed to enhance current intervention and prevention strategies.

We are currently seeking a **Training & Resource Development Specialist** to join our team of professionals. The position may be located in the Washington, DC Metro area or in Harrisburg, Pennsylvania.

Position Summary:

The NRCDV Training and Resource Development Specialist is responsible for coordinating and providing domestic violence training and technical assistance on specifically-designated subjects and issues that are informed by high-quality research, analysis, information and resources on domestic violence and provided to individuals and local, state, tribal and federal entities throughout the U.S.

The Training and Resource Development Specialist will serve as the lead staff for development of NRCDV information and resource materials, assist with the development and ongoing operation of the NRCDV's toll-free information line and other means of providing training and technical assistance, and participate in the NRCDV's research and analytic processes of identifying issues and responses within the domestic violence victim advocacy field.

Job Responsibilities:

The Training and Resource Development Specialist works in close collaboration with the Technical Assistance Specialist in order to enhance performance, productivity, and lead domestic violence victims' service programs in the following areas:

- Identification of emerging best practices,
- Opportunities to improve victim advocacy,
- Shelter responsiveness and community engagement,
- Approaches to building capacity among culturally and linguistically specific providers and groups,
- Methods of strengthening advocacy partnerships, and
- Ways to incorporate the voices of survivors and their children into their work.

This position will coordinate and provide training to individuals and local, tribal, state and federal entities on specifically designated subjects and issues as assigned by the Program Director. NRCDV training activities include, but are not limited to:

- Research and analysis of existing resources as pertains to assigned subjects and issues, to include identification of current strengths, needs, gaps, etc., to be incorporated/addressed through the provision of training and technical assistance;
- Development and delivery of trainings as appropriate, of which some will be in collaboration with other staff or consultants, including on-site and web-based training events based upon the nature of the subjects and issues assigned (i.e., the subject/issue assigned can determine individual training content, audience, format, etc.);
- Provision of ongoing follow-up technical assistance to training participants;
- In consultation with the Technical Assistance Specialist, provide technical assistance to individual requests for information on subjects pertaining to or that inform the Training Specialist's assigned subjects/issues;
- Work with external partners and coalition-building, to include organizations and initiatives both with and without a primary focus on domestic violence;
- Serve as a resource to all NRCDV staff in the development and provision of their own training activities.

The Training and Resource Development Specialist will identify and/or develop issue-specific resources to support NRCDV technical assistance and training efforts, including, but not limited to, topic-specific information and resource collections, training materials, resource lists and comprehensive information on promising practices and policies. NRCDV resource development activities include but are not limited to:

- Serve as one of the lead staff in the research and development of Technical Assistance Team information and resource materials, packets and collections;
- Engage in ongoing research, review and work with Technical Assistance Team and other NRCDV staff to distribute material available on domestic violence and various issues and subjects as they relate to domestic violence;
- In collaboration with Technical Assistance Team staff, research and maintain the *Video Resource* and *Referral* lists and research and develop others as needed;
- Assist with the development and implementation of special projects, as assigned.

In collaboration with Technical Assistance Team and other NRCDV staff, the Training and Resource Development Specialist assists in the identification and prioritization of subjects/issues to be addressed through NRCDV projects, resources and partnerships:

- Work cooperatively with the Technical Assistance Team and other staff/consultants in the development and systematic evaluation of NRCDV information collection and dissemination procedures, such as systematic evaluation of protocols and procedures, redesign and refinement of existing systems and the development of new systems, training of NRCDV staff as appropriate and other duties deemed necessary to the

effective and efficient operation of the NRCDV's information collection and dissemination procedures.

- Work cooperatively with the Technical Assistance Specialist and Technical Assistance Team Resource Specialist in providing backup for topics for which they have primary responsibility.
- Perform other duties as assigned by management.

Job Requirements:

- Bachelor's degree (B. A.) or equivalent from an accredited four-year college or university; a minimum of five years experience in work directly pertaining to domestic violence, social justice, systems advocacy or social change; or any equivalent combination of education and experience.
- Domestic violence direct service experience strongly preferred, as well as extensive demonstrated knowledge of the intersection of related issues.
- Demonstrated knowledge and experience of planning, developing and implementing technical assistance and training specifically related to domestic violence, including the assessment of need, the development and delivery of resources, consultation and services and follow-up and evaluation.
- Demonstrated understanding of and commitment to issues of cultural diversity as they apply to domestic violence prevention, intervention and services; ability and willingness to work with people from a variety of backgrounds and experiences.
- Excellent problem-solving skills and the ability to facilitate critical thinking processes. Ability to manage competing demands, adjust priorities as needed, and change approach or method to best fit the situation.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations and government agencies.
- Understanding of and willingness to learn advocacy-based analysis of both the uses and limitations of research on domestic violence.
- Demonstrated ability to manage time, evaluate progress, and adjust activities to complete work within established time frames; ability to effectively handle multiple tasks at one time; ability to work independently as well as collaboratively.
- Access to reliable transportation; willingness and ability to travel out of state. Some overnight travel required.

Benefits & Compensation:

- Salary commensurate with experience
- Excellent benefits offered