

Victim Services Training Coordinator Position

Position Summary:

This is a full-time position that helps coordinate the development, implementation, and administration of the Training Program of COVA. We are looking for someone who is technologically savvy, as they will be responsible for coordinating remote trainings and meetings (i.e., webinars, live stream, etc.). Our ideal candidate will meet all of our requirements, and also have prior experience providing services to crime victims and knowledge of the history of the victim services field. The Training Coordinator will occasionally travel to deliver trainings to our statewide membership. This position will assist with many of the administrative duties of the Training Program at COVA such as developing promotional materials, assisting with website and social media content regarding trainings, managing training registration, event logistics, and other administrative duties. This position is supervised by the Training Director and Executive Director of COVA. Please note that even though COVA is a statewide membership organization, this position is based out of our office in Denver, CO.

Required Skills & Abilities:

This position requires a college degree and some experience in adult learning and education. This position requires an ability to speak in front of diverse groups and we are looking for someone who enjoys sharing information and technical assistance. You will be asked to assist the Training Director in developing training materials and topics. Experience in developing and delivering remote training using services such as GoTo Webinar is highly preferred. Prior experience developing marketing materials, website management, and social media promotion would be helpful in this position. Experience developing collaborative relationships with diverse groups, excellent written and oral communication skills, and an understanding of and commitment to victim issues is required. Must have excellent boundaries and commitment to COVA's Code of Ethics for Victim Assistance Providers

(http://www.coloradocrimevictims.org/uploads/1/2/8/7/12873812/code_of_ethics_for_victim_advocates.pdf).

Summary of Responsibilities:

Assists the Training Director in the development and coordination of different aspects of the COVA Training Program. This includes coordination of in-person trainings and meetings, remote/web-based trainings and meetings, and our Victim Assistance Academies. This also encompasses administrative duties such as managing registrations, logistical details, and compiling evaluations. Will assume primary responsibility for providing remote training for COVA's members statewide and will create those web-based trainings under the guidance of the Training Director and Executive Director of COVA.

This is a wonderful opportunity for someone who wants to establish relationships around the state with a diverse range of criminal justice system and nonprofit-based agencies serving Colorado crime victims.

The person hired for this position is required to attend COVA's Crime Victim Assistance Academy, May 19-24, 2019 in Loveland, CO.

Overall COVA Activities

- Participate in and assist with the Annual COVA Conference
- Participate in and assist with the National Victims Right's Week Activities
- Participate in and assist with the Annual Day of Remembrance
- Performs other related assigned duties

Salary & Benefits:

The Training Coordinator is eligible for a salary range of \$45,000 - \$52,000/year, based on qualifications. COVA employees are eligible for up to 12.5% of their total salary to be used for health insurance coverage OR for deposit into

a retirement account - employees must choose only one of these options.

To Apply:

You can apply for this position by submitting a resume, cover letter, and two references who are prior supervisors as ONE DOCUMENT. Please note that our ability to speak with two prior supervisors is a requirement. *Resumes, cover letters, and references submitted by email are preferred* and should be in Microsoft Word or PDF format with the file titled "Trainer_First Name_Last Name" (ex. Trainer_Jane_Doe). Please send resumes, cover letters, and references to Training Director Ami McCarthy at hiring@coloradocrimevictims.org. Hard copies can be mailed to Ami McCarthy, 1325 S. Colorado Blvd, Ste. 508-B, Denver CO, 80222. **The position closes on February 15, 2019.** Background checks will be completed on our final candidate prior to hire. Due to the sheer volume of applications we typically receive for open positions, we will only contact applicants who will be invited to interview.