Position Announcement

Training Projects Coordinator

Job Title: Training Projects Coordinator
Department: Training and Technical Assistance
Reports To: Medical Advocacy Coordinator
FLSA Status: Full-Time Exempt
Salary Range: Professional 1 ($45,000-$50,000)

Position Summary
This multifaceted position provides an exciting opportunity to: 1) coordinate, facilitate and develop trainings and resources for sexual assault programs and allied professionals, including law enforcement; 2) coordinate and support sexual harassment prevention training; 3) advocate for local, state and national systems change to improve the prevention and response to sexual violence; 4) provide technical assistance and support to advocates, counselors and allied professionals working to prevent and respond to sexual violence.

Essential Duties and Responsibilities

Grant Management
• Identify areas for training and resource development to be addressed through the STOP, Coalition, VOCA Language Access, DHS, and other grants.
• Implement requirements of project grants.
• Prepare, write, and submit quarterly and yearly grant proposals and funding reports, as required.
• Monitor program activities and expenditures to ensure compliance with funding requirements.
• Convene monthly STOP team meetings to discuss project progress.

Training and Technical Assistance
• Collaborate with internal and external partners to develop, implement, coordinate, present, promote, and participate in in-person and virtual trainings and learning opportunities for allied professionals on the effective response to sexual violence; trauma-informed response to victims;
investigative procedures; protocols and policies; prosecution; victim protection; equity and inclusion, sexual violence laws, and related topics.

- Develop and update resources, training curricula, and manuals as needed for internal use and external community agencies concerning the effective response to sexual violence and related topics.
- Evaluate trainings for effectiveness.
- Respond to and follow up on technical assistance requests and survivor requests.
- Attend special project training activities and events throughout PA.
- Participate in various meetings with state and local agencies.
- Act as a liaison to assigned rape crisis centers through PCAR Partners.

**Project Management**

- Identify and coordinate with consultants, including subject matter experts, translators, captioners, interpreters.
- Coordinate Respect at Work Training Program, including promoting and presenting the training to various workplaces; acting as a liaison between workplaces and PCAR; coordinating training events, such as Train the Trainer events; scheduling trainers; updating training materials, as needed.
- Draft contracts.
- Plan, coordinate, and facilitate meetings and trainings, in-person and virtually.
- Prepare consultant invoices for payment by required deadlines.
- Monitor budgets.

**Supervisory Responsibilities**

This job has no supervisory responsibilities

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor’s degree (B.A.) in human service field or education from four-year college or university; and one to two years related experience and/or training; or equivalent combination of education and experience.
Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

• Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines.
• Ability to identify and respond to shifting priorities.
• Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines.
• Must be very detail-oriented and work with minimal supervision.
• Excellent oral and written communication skills.
• Excellent project management, organizational and negotiation skills.
• Excellent customer service skills.
• Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
• Must have proficiency with the technology necessary for the functions of the position, including: Zoom, Online Training Applications, Microsoft Office, Internet, office equipment.
• Accept and abide by the mission and core values of PCAR, including a commitment to equity and inclusion.
• Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.

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Must possess a valid Pennsylvania driver’s license, insurance, and reliable vehicle.
Statewide travel is required for this position.
Must have the ability to be on-site (Harrisburg office) at least two days per week.

Certificates, Licenses, Registrations
None required.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required
The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply
PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by September 19, 2022.
Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania’s 67 counties.

- Provides resources and training on sexual assault-related issues to professionals across PA.

- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.