



**Training Coordinator**  
**Full Time – Exempt Position**

**Job Description**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression-free and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

- Provide and coordinate intensive regional trainings of the ODVN Training Institute, including the fundamentals of domestic violence advocacy, justice systems advocacy, as well as advanced topics in these areas. Including but not limited to training preparation, organization, registration, advertising, and communication regarding upcoming events.
- Support the ODVN Training Institute in providing learning material, coordinating, and reviewing educational content for internet-based educational events, such as e-learning webinars and live broadcasts.
- Provide and coordinate a variety of local, regional, and statewide trainings on domestic violence and related topics for domestic violence program staff, volunteers, and other allied professionals via virtual and in-person. This requires the staff to respond to training requests, revise and/or develop curriculum and prepare training materials, create informational brochures, and liaison with the sponsoring agency.
- Provide technical assistance and consultation with local domestic violence service providers and allied professionals throughout Ohio. Technical assistance includes on-site support as well as telephone consultation, and research and provision of resource materials.
- Attend meetings of ODVN caucuses, task forces and/or committees as requested.

- Act as liaison with learning management system technical support to resolve issues.
- Develop curricula for online training academies that easily convey and enhance the end user's learning experience through the use of multimedia.
- Maintain and enhance usage of learning management system for end users.
- May facilitate live and recorded learning sessions.
- Perform other duties as assigned by the Director of Training.
- This position is supervised by the Director of Training.

#### **Qualifications:**

- Must have relevant experience in the field of domestic, sexual violence, human trafficking, child welfare, child/youth trauma, community collaboration, anti-oppression or social justice work, legal services, or any combination thereof.
- A Bachelor's degree in a related field is preferred and/or at least 3 years of experience in a domestic violence program.
- Previous experience with zoom (creating polls, breakout rooms, audio transcription and whiteboards)
- Previous experience with Constant Contact preferred but not required.
- Previous experience in training on domestic violence subject matter.
- Previous experience in facilitating in person interactive trainings utilizing adult learning principles.
- Previous experience in meeting facilitation.
- Previous experience in curriculum development for in-person trainings.
- Strong written and oral communication skills.
- Strong organizational skills and ability to handle multiple tasks in a fast paced environment.
- Microsoft Office proficiency required.
- Experience in webinar facilitation is preferred but not required.
- Experience in using learning management systems (LMS) preferred but not required.
- Valid driver's license, access to own transportation, willingness and ability to travel statewide frequently, some national travel.

**Compensation:** ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; short term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

**Location:** Columbus, Ohio and statewide with potential for remote teleworking to be determined.

#### **Application Process:**

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

**To apply:** Please submit a resume with a cover letter or equivalent, to Alicia Williamson, Director of Training at [aliciaw@odvn.org](mailto:aliciaw@odvn.org). Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of September 6, 2021** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

*ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:*

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*

Ohio Domestic Violence Network  
1885 E. Dublin-Granville Road, Suite 301  
Columbus, OH 43229