



Training and Technical Assistance 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 expected 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 a work culture based on the vision, purpose and values of our organization.

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.

Primary Job Duties

- Provide training and technical assistance to domestic violence programs on topics including but not limited to domestic violence advocacy, meaningful access, limited English proficiency (LEP) policies and procedures, cultural competency, anti-oppression subject matter and marginalized populations.
- Work collaboratively with the Training Director and other ODVN staff to coordinate the development of Training Academy events and self-paced training content through ODVN's eLearning Network.
- Research, develop and disseminate educational resources for member programs on topics related to best practices for service accessibility, ADA compliance, language access, supporting underserved populations of survivors, and other relevant service delivery topics.
- Provide support during virtual and in-person trainings (creating Zoom meetings, managing waiting room during virtual trainings, reviewing chat for technical support requests, managing accessibility requests, creating breakout rooms, launching polls, etc.).

- Implement Violence Against Women Act (VAWA) grant deliverables including preparation and submission of all programmatic reports (quarterly and annual reports; and other reports as requested).
- Develop and distribute marketing content for training events, including Training Academy calendar, registration pages, email campaigns, etc.
- Manage communications and coordination of interpreters and accessibility requests for all Training Academy events.
- Manage inbox of the Training Team email account to respond to requests and messages about training related topics.
- Assist in creation, editing, and publication of eLearning modules for Training Team alongside Creative and Graphic Design Manager.
- Attend all relevant training and ODVN staff meetings (Training Team meetings, Staff meetings, etc.).
- Provide technical assistance to member programs and collaborate on special projects with the Training Director and Deputy Director.
- Perform other duties as assigned by supervisor.

This position reports to: Training Director

Qualifications

- Minimum of one to three years' recent experience in the field of domestic violence, sexual violence, human trafficking, trauma, community collaboration, anti-oppression or social justice work, or any combination thereof.
- Associate or bachelor's degree is preferred and/or at least 3 years' experience in a domestic violence program, training position or related field.
- Knowledge of trauma, vicarious trauma, and trauma-informed organizational capacity building.
- Previous experience in developing and facilitating training. Must be comfortable speaking in public to large and small groups and be knowledgeable about a wide variety of domestic violence topics and presenting information.
- Must demonstrate strong public speaking skills, strong writing and oral communication skills, and strong organizational skills. Must be able to manage multiple projects being planned and scheduled at a time.

- Knowledge, understanding and/or experience with grant reporting for domestic violence program funding streams.
- Demonstrated ability to work independently and with a team, coordinate multiple tasks and training requests.
- Some knowledge of technology and training platforms are preferred. (PowerPoint, Zoom, etc.)
- Maintain a valid driver's license and access to own transportation or have access to reliable transportation. Must be willing and able to travel statewide on a frequent and ongoing basis.

Location: Columbus and statewide. Potential for remote teleworking to be determined.

Compensation

ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; life insurance, long-term and short-term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, up to 9% retirement plan contributions after one year of employment; and a generous and flexible accrued paid time off benefit.

Annual salary for this position will be \$48,000.

Application Process

To apply: Please submit a resume with a cover letter or equivalent, to ODVN's Training Director, Leah Stone at leahs@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 March 23, 2026**, progressing until a qualified applicant is hired.

All applicants will be asked to provide a 5–7 minute presentation/training on a domestic violence topic of their choice.

ODVN is an Equal Opportunity Employer

Ohio Domestic Violence Network
174 E Long Street, Suite 200
Columbus, OH 43215
www.odvn.org