

OHIO VICTIM WITNESS ASSOCIATION

TRAINING AND TECHNICAL ASSISTANCE COORDINATOR

Job Description

The Ohio Victim Witness Association is a statewide advocacy organization committed to promoting access to safety, healing, justice, and financial recovery for Ohio crime victims through meaningful rights and quality services. In fulfilling the mission, OVWA provides technical assistance to support direct services to victims of crime, promotes continuing education training, and collaborates in the development of criminal justice public policy. It is the responsibility of every OVWA employee, volunteer, and organizational member to uphold the mission and purpose of the organization, to follow established ethical guidelines, and to maintain professional service practices which are culturally sensitive and inclusive.

The Training and Technical Assistance Coordinator will report to the Program Director and is responsible for the development and successful implementation of OVWA programs and events, provide technical assistance to Ohio's advocates, advocacy agencies and victims, expand advocate capacity to serve all victims of crime, assist in developing and implementing advocacy best practices, and collaborate with Ohio's advocacy agencies to strengthen victim services.

This job description defines tasks for which the Training and Technical Assistance Coordinator shall have primary responsibility but is not intended to limit the overall scope of the position or assigned duties.

Salary and Benefits: Full-time, exempt. Full benefits available including 401K. Flex time, trauma-informed work environment, 20 days PTO with 10 holidays, access to trainings and continuing education opportunities.

General Responsibilities

- Comply with all grant programmatic guidelines and assist with monitoring internal controls
- Provide support, consultation, training and technical assistance to OVWA members and non-members as assigned by the Program Director
- Conduct outreach to victim advocacy and allied professionals regarding the availability of training and technical assistance
- Identify training resources and expert level educational opportunities for OVWA, OAN, and OCRT members
- Develop workgroups for training initiatives
- Collaborate with other statewide advocacy groups to implement training initiatives
- Develop curriculum and training topics for training initiatives

- Develop and successfully implement regional, monthly, and quarterly in-person and webinar based training events that are inclusive of content, format, materials, and delivery
- Conduct public speaking and trainings when requested by Programs Director and/or Executive Director
- Assist the Program Director in the updating and maintenance of the Statewide Event Calendar
- Assist the Program Director in the implementation of Crime Victims' Rights Week and other observance events
- Participate in state and local partnerships as requested to ensure diverse input into OVWA, OAN and OCRT programs
- Assist in the collection of data for evaluation and reporting
- Represent OVWA at meetings, conferences, and events; presenting and training as requested
- Adhere to the philosophy, policies and procedures of OVWA
- Adhere to the tenants of the NOVA Code of Professional Ethics, the NVASC Standards of Ethical Conduct for Victim Assistance Programs and Providers along with any ethics related to personal professional credentials

Fiscal Responsibilities

- Assist OVWA with reporting of deliverables and documentation of services
- Assist OVWA with accounting and documentation of revenue and expenses
- Comply with all grant fiscal guidelines and assist with monitoring of internal controls

Member and Community Relations

- Develop and implement trainings, develop sample policies and material, recognition of exemplary programs and advocates, and provide technical assistance promoting quality services in Ohio
- Provide technical assistance to OVWA members and non-members for general development of internal policies and procedures. Technical assistance includes on-site support, telephone consultations, and research and provision of resource materials
- Assist the Program Director with outreach

Public Policy

- Represent the position of the organization to OVWA members and the public regarding public policy issues
- Represent OVWA on various national, statewide, regional, and local boards, advisory committees, and focus groups as requested

Minimum Qualifications

- Bachelor Degree in Social Work, Counseling, Public Affairs, or related field. (Master's Degree preferred)
- At least five years' experience working in the crime victim advocacy field (direct service preferred)
- Project management and coordination experience
- Knowledge of community and systems based advocacy programs
- Excellent organizational, written, and oral communication skills
- Self-motivated work ethic
- Outstanding leadership, technical, research, and project management skills
- Strong interpersonal skills; the ability to interact in a variety of settings, including communicate with partners and colleagues in a cross-cultural, multi-disciplinary environment and conduct public speaking when requested
- Exemplary organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time, and meet deadlines
- Knowledge of Microsoft Office Suite. Skilled in the use of office software such as project management software. Able to enter data in required reporting systems
- Reliable transportation, valid Ohio Driver's License, proof of insurance, and clear driving record
- Willingness and ability to travel statewide frequently with some national travel

This position is based in Columbus, OH with expected travel throughout the state. Remote employment opportunities may be considered.

We encourage applicants from diverse groups to apply and welcome applicants from different national origins, religions, ages, and abilities. EOE.

To apply, please submit a cover letter and resume to info@ovwa.org with "TTAC Position" in the subject line no later than October 31st, 2018.