



## Training Coordinator Job Description

This half-time position (18-20 hours per week) serves as the Training Coordinator for Maryland Children's Alliance (MCA). The individual will report to the Executive Director and work closely with MCA's team. The position is tasked with overseeing the research and development of MCA's training based on the training needs of Maryland Child Advocacy Centers (CACs) and their multidisciplinary team (MDT) members, executing training in collaboration with various providers, and evaluating outcomes and impact.

### Key Responsibilities:

- Research, develop and implement a sound strategy and specific plan to provide annual training and technical assistance opportunities to CACs and their partner MDTs that create capacity and confidence within CACs and align with MCA's grant goals.
- Assist in the facilitation of specific training opportunities (both in-person and virtually) for MCA members and MDT partners, including training/program development, helping to identify trainers and assisting in meeting their needs, researching venue options, managing registrations, CEUs and certificates of attendance, and program budget.
- Conduct ongoing assessment of the impact of our trainings, maintain abreast of trends and emerging issues in the field of child abuse treatment and investigation, and provide training-related recommendations to the MCA team.
- Maintain training-related data (participants, survey outcomes, etc) utilizing Coalition Manager and Excel to support monthly and quarterly grant reporting as well as annual reporting.
- Network with local, national, and international organizations and coalitions to expand MCA's collaboration with potential training partners.
- Represent MCA at meetings as assigned by the Executive Director.
- Travel to assist in the coordination of local training, as needed.
- Complete other duties as assigned to support the training goals of MCA.

### Education and Skills

- Bachelors' degree required. Advanced degree in a related field preferred but not required.
- 2+ years of professional experience, preferably with a child advocacy center and/or victim services agency or non-profit organization
- Comfort working on multiple projects at one time and managing various deadlines
- Comfort with public speaking
- Applicants should be an excellent communicator, creative, and have an interest/ passion for the work done at child advocacy centers
- must complete child protective services and federal criminal background check

### Additional

- This position is half time (18-20 hours per week).
- Remote position with some travel required for training; driver's license required.
- Candidate must be a Maryland resident or able to travel to Maryland regularly

- Salary: Commensurate with experience according to the candidate's skills, experience, and qualifications and dependent on available funding.
- Benefits include: Paid time off including personal and vacation time if averaging 20 hours per week, Retirement (IRA) match

*The Maryland Children's Alliance is committed to providing equal opportunity in its recruitment and hiring practices without regard to sex, age, race, color, religion, handicap, national origin, sexual orientation, pregnancy status, military status, marital status, genetic information or any other protected status under applicable local, state, or federal law.*