***Sarah’s Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations.***

Looking for a great nonprofit organization with a strong community presence? You have found the right place at Sarah’s Inn. Work with an organization that prioritizes staff development and work-life balance. Join our team of caring, knowledgeable, and passionate professionals who are dedicated to the mission of ending domestic violence.

Sarah’s Inn offers competitive pay and benefits, including a flexible one-day per week remote work day, paid time off (25 days of vacation and sick time), 10 paid holidays per year, a Flexible Spending Account, a retirement plan, and robust health insurance plans (90% covered by the agency for individual coverage, 30% covered by agency for spouse/family coverage). The agency also provides a $35.00 monthly cell/tech reimbursement and mileage/parking reimbursement. 100% agency paid short-term and long-term disability and a $35,000 life insurance policy. Voluntary dental, vision and additional life insurance plans available.

**Job Title:** Training & Education Program Supervisor **Department:** Training & Education

**Reports To:** Associate Director **Status:** Exempt/Full-time

**Salary:** $57,000 - $60,000/annually

**Position Summary:** The goal of the Training and Education Department is to improve the community’s knowledge of and response to domestic violence. This position supervises and coordinates the overall functioning of the Department. They are responsible for developing, coordinating, and executing the agency’s trainings for staff, interns, volunteers, other professionals, as well as general community members. They supervise all Training and Education staff and interns and oversee the coordination of Sarah’s Inn’s outreach activities and client events. The successful candidate will have experience in public speaking, training, curriculum development, and facilitating, as well as familiarity with and/or past experience working with survivors. They also work closely with leadership and supervisors to support the overall mission and programming of the agency, ensuring that trainings and community education are survivor-centered and grounded in values of diversity, equity, and inclusion.

**Essential Duties and Responsibilities:** Other duties may be assigned.

* Along with Associate Director, create and develop an annual Training & Education Work Plan.
* Develop and implement annual trainings and community education activities as outlined in the Training & Education Annual Work Plan.
* Develop and update Domestic Violence Advocacy Training (DVAT) and Partner Abuse Intervention Program (PAIP) training manual and curriculum, and all training curriculum offerings, annually.
* Coordinate and implement annual intern orientation(s) for the agency.
* Support the marketing to community members and professionals to participate in annual trainings, including but not limited to DVAT, PAIP and CEU trainings. Collaborate with the Development Department to create content for marketing materials, including social media content.
* Along with Associate Director, if Management Team elects to continue, maintain status as an approved training site (for Domestic Violence Advocacy Training, Partner Abuse Intervention Program Facilitator Training, and CEU trainings) with the Illinois Certified Domestic Violence Professionals (ICDVP) and the IL Department of Financial & Professional Regulation.
* Assess the training needs of the agency staff and work with Leadership Team to ensure that staff training needs are met through internal or external trainings.
* In conjunction with DV Awareness Month committee, create a plan for Domestic Violence Action Month (October).
* With the Client Events Committees, oversee the implementation of various client events including the Annual Holiday Gift Project, Client Appreciation Day, Back to School Drive, and Turkey Giveaway.
* Manage and support the Volunteer & In-Kind Coordinator with the following:
  + Develop and implement an annual Volunteer & In-Kind program plan as a part of the annual Training & Education Workplan.
  + Use of volunteer and in-kind support for a variety of organizational programs and projects
  + Recruitment of potential volunteers that represent an increase in size and diversity.
  + Support opportunities for communication and interaction with volunteers and staff on an informal and formal basis as well as volunteer recognition opportunities.
  + Supervise integration of volunteer information in the database reflecting screening procedures, skills training, hours of service, etc.
* Manage and oversee, in conjunction with the Community Educator, the development and implementation of the agency’s community education and outreach plan, and manage grant requirements for these activities.
* Along with the Associate Director, determine any grant goals or requirements that pertain to the Training & Education Program, and monitor them quarterly.
* Develop/evaluate curriculum and provide trainings in line with the agency’s Strategic Plan and the goals and objectives of the Training and Education Department on a wide variety of relevant topics and the intersectionality of domestic violence with other forms of oppression.

**Actively participate and provide leadership in the development and enhancement of cohesive, effective and efficient teams throughout the organization.**

* Along with leadership, drive programming and ensure that the agency is aligned with our mission and DEI values. Through, but not limited to, training curricula, communication with partners, agency messaging, etc.
* Actively participate on the Management Team.
* Prepare for and participate in team meetings to ensure effective and efficient results.
* Access team member’s expertise when making decisions.

**Supervisory Responsibilities**

* Oversee the supervision and training of all Training and Education staff and interns.
* Meet regularly with staff and interns to provide direction and coaching on job performance and skill development.
* Select and hire Training and Education staff and interns necessary to achieve the organization’s mission and vision.
* Complete 90 day and annual performance evaluations with staff.
* Complete learning agreements and performance evaluations as requested by interns’ schools/site monitors.
* Ensure consistent feedback from participants/trainees regarding satisfaction with services and suggestions for programmatic changes and/or enhancements.
* Participate on and collaborate with the Internship Supervisory Team to develop the Internship Program and pursue opportunities for growth.

**Participate in the on-call rotation for crisis line in order to support crisis line volunteers and clients (if exempt/full-time).**

* Provide back-up support using the on-call phone for the crisis line off hours (evenings, nights, and weekends) for a week-long shift. Position could have up to 4 week-long shifts a year.
* Ensure support of volunteers who are on the line. Providing coverage if needed, answering questions, providing guidance, and taking over when clients are in need of support only staff can approve (hotel stays, transportation, food, etc.).
* Texting shift reminders to the volunteers who are scheduled.
* When on-call, responsible for responding to text line requests. The text line is directly linked to the on-call phone.
* Provide prompt feedback about concerns or successes during the on-call shift to the Volunteer and In-Kind Coordinator.
* Responsible for understanding and implementing the on-call and financial assistance procedures including awareness of technology used and troubleshooting as needed.

**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:**

* BA degree and/or equivalent experience preferred.
* Experience in training/facilitating with diverse audiences.
* Demonstrated experience in public speaking, training, and curriculum development.
* Experience working in community collaborations.
* Experience in providing services to victims of Domestic Violence/Sexual Assault preferred.
* Experience with Social Media content and design.
* Fluency in Spanish, oral and written, preferred.
* Completion of the Domestic Violence Advocacy Training (DVAT) preferred.

**Knowledge and Skills:**

* Exceptional interpersonal skills. Ability to develop and maintain positive working relationships with a wide variety of people including but not limited to: board members, staff, volunteers, interns, government officials, community partners, and organizational donors.
* Excellent communication, organizational and writing skills.
* Ability to problem-solve and make decisions individually and/or within a team.
* Ability to prioritize, handle a variety of tasks and be self-directed.
* Commitment to and experience in working with people from diverse cultural, ethnic, and socio-economic backgrounds and lifestyles.
* Ability to work various shifts, including evening and weekend hours.
* Valid driver’s license, current insurance and reliable car.

Sarah’s Inn is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. EOE/M/F/D/V

Interested Candidates should submit cover letter and resume to [employment@sarahsinn.org](mailto:employment@sarahsinn.org) – Indicate “Applying for Training & Education Program Supervisor” in the Subject Line.