



Program Coordinator for Training and Events

Position Description

May 2019

Overall Job Function:

This position's primary focus is to spearhead, coordinate, and plan all in-person and online trainings, conferences, and events for the Coalition.

The South Carolina Coalition Against Domestic Violence and Sexual Assault (SCCADVASA) is the collective voice promoting the prevention of domestic violence and sexual assault in South Carolina. Since 1981, we have served as the leading voice of a statewide community of nonprofit leaders committed to addressing the critical needs of victims and survivors of domestic and sexual violence through education, advocacy, and collaboration. We believe that the roots of domestic and sexual violence both lie in and are intertwined with historical and contemporary structures that are constructed to prevent all people from achieving their full potential in safe communities. We envision a South Carolina free from domestic violence and sexual assault—where primary prevention, healthy relationship practices, and cultural inclusivity are priorities.

Responsible to: Director of Systems Advocacy, Prevention, and Training

Primary Responsibilities:

- Develop, plan, and coordinate the logistics for all education, training and outreach events at the Coalition;
- Develop event budgets, coordinate and communicate with in-state and out-of-state guest presenters, apply for CEUs for training events, coordinate pre-registration, and ensure evaluation distribution and collation;
- Responsible for the development, administration, and ongoing quality improvement of SCCADVASA's online trainings, webinars, and online training platforms;
- Work within time constraints and grant deliverables to develop quality program plans, detailed budgets, and event timelines;
- Develop and continually update databases of speakers, event locations, and other vital information for program and event planning;
- Coordinate with allies and partners on shared local, statewide, and regional events.

Additional Responsibilities:

- Provide capacity building and technical assistance to allied organizations, partners, and systems.
- Develop and present trainings and education (in person and via distance learning), as requested.
- Develop and sustain strategic partnerships with national, state and local agencies.
- Participate in organizational learning activities.
- Timely data entry and ongoing record-keeping of deliverables to ensure the fulfillment of federal and state grant requirements.



- Willingness to work within a team approach to assist victims, survivors, and other members of the public via telephone and other forms of communication in regards to requests for information and referrals.
- Represent SCCADVASA at national and statewide meetings as requested.
- All other duties as assigned.

Minimum Qualifications

- Undergraduate degree in relevant field required.
- Excellent written and verbal communication.
- Demonstrated ability to multitask, attention to detail, and ability to work well within time constraints.
- Proficiency required in Microsoft office, including PowerPoint, and Adobe Acrobat software. Preferred experience with SharePoint and online platforms such as Zoom, GoToMeeting, or similar.
- Demonstrated ability to collaborate across disciplines to identify and achieve common goals.
- Experience working within the domestic and sexual violence movement, restorative justice fields a plus.
- A willingness to engage in training to develop understanding of the dynamics and intersections of all types of intimate partner violence.
- Some (mostly in-state) travel is required.
- Must be able to secure reliable transportation, including driver's license and proof of insurance if necessary when travel is required.
- Flexible scheduling to allow for work outside of regular business hours may occasionally be required.

Benefits: Medical, dental, short-term disability and life insurance (after qualifying period). Retirement benefits (after 1 year of employment)

Employment Status: Full-time, non-exempt

To Apply: Send cover letter, resume, salary requirements and references to info@sccadvаса.org. No phone calls.

SCCADVASA is an equal opportunity employer. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment, or bias based upon a person's race, color, religion, sexual orientation, gender, national origin, disability, veteran status or marital status.