

## **Program Coordinator for Training and Technology**

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. We are currently hiring a full-time **Program Coordinator for Training and Technology**. The **Program Coordinator for Training and Technology's** primary focus is to support the growth and sustainability of SCCADVASA's virtual and in-person educational and training programs.

### **Compensation and Perks:**

- Starting Salary Range: \$42,500-\$47,500 annually (depending on experience)
- Benefits: Medical, Dental, Short-Term Disability, Life Insurance, Retirement, Paid Time Off, Paid Holidays
- Hybrid Split Schedule with assigned days of working in the office
- Opportunity to work for 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

### **Position Overview:**

The ideal **Program Coordinator for Training and Technology** must have excellent communication skills and the ability to develop conferences, webinars, and educational training modules designed to reach a diverse audience.

### **Program Coordinator for Training and Technology responsibilities include:**

#### *Training, Planning, and Development*

- Leading staff members on logistics for all virtual training events, including accessibility requests.
- Organizational oversight and training for the Basic Victim Service Provider (VSP) course.
- Assist with the continued development of Basic VSP course content for interactive online lessons. Collaborate with the contracted vendor for design applications in Adobe Captivate.

#### *Management and Coordination*

- Managing the Coalition Manager database, a specialized cloud-based database developed for coalitions that include modules for registration, resources, and tracking of employee time and projects.
- Coordinate with allies and partners on shared local, statewide, and regional events.

#### *Administration and Participation*

- Timely data entry and ongoing record-keeping of deliverables to ensure the fulfillment of federal and state grant requirements.
- Provide capacity building and technical assistance to member organizations and allied partners.
- Participate in organizational learning activities.
- Representation of SCCADVASA at national and statewide meetings.
- 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 the provision of referrals to supportive services.
- Other duties as assigned.

## **Requirements and Skills:**

- Associates Degree in social work, public health, or other related field and three years' work experience in a related field or master's degree in social work, public health, or related field with one-year work experience in a related field.
- Proven experience in providing both virtual and in-person training.
- Excellent computer skills, including advanced features of MS Office, including Excel, Office 365, file-sharing programs, Zoom, and other webinars/conferencing platforms.
- Excellent interpersonal skills, including a demonstrated ability to work cooperatively and effectively with agency staff and external partners across different perspectives.
- Effective communication skills
- Must work well independently and collaboratively with others.
- Demonstrated ability to multitask, attention to detail, and work well within time constraints.
- A willingness to engage in training to understand the dynamics and intersections of all types of intimate partner violence and sexual violence.
- 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.
- Computer Technology and educational instructional learning skills are highly desirable, including building online course modules and prior work in a sexual assault and/or domestic violence agency.

**To Apply: Send cover letter, resume, salary requirements, and references to [info@sccadvasa.org](mailto:info@sccadvasa.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.*