

## Voices of Hope

**Job Title:** EDUCATION & TRAINING COORDINATOR/ADVOCATE

**Reports to:** Program Services Director

**Positions Supervised:** Staff or Volunteers as assigned

**Status:** Full-time, salary, exempt

1. Coordination

- Coordinate Voices Hope's education and training services.
- Review educational materials and revise them to reflect new developments in research, in the community and in Voices of Hope.
- Schedule community lectures and in-service training for community professionals.
- Assure that appropriate speakers and materials are provided for scheduled speaking engagements.
- Communicate with other coordinators and staff about topics related to education and training, outreach and prevention.

2. Direct Service Provision

- Share responsibility with other staff for Crisis Line, In-House Advocacy, weekly Staff-On-Call and weekend Staff-On-Call coverage.
- Provide scheduled advocacy and crisis intervention to Voices of Hope's clients.

3. Training/Supervision

- Coordinate staff development and training
- Work with the Volunteer Coordinator and other staff in the development and implementation of training programs for all volunteers.
- Provide training, outreach and community education; in conjunction with other staff.
- Consult with other staff on community education, trainings and outreach.
- Provide supervision to assigned staff and interns

4. Volunteers

- Assist Voices of Hope staff to provide volunteer training sessions, minimum of twice per year.

5. Statistics/Administrative Documentation

- Collect data from volunteer speakers and compile monthly reports.
- Maintain records and documentation for clients.
- Assist in agency data collection and compilation of monthly statistics with primary responsibility for statistical reporting of education and training services.

6. Liaison to Community/Education

- Maintain working relationships with contacts in community, including newspapers, radio, television stations, other media resources and community communication opportunities.
- Assist with outreach to potential clients, community collaborations.

7. Agency Citizenship

- Attend staff, case review and coordinators meetings.
- Provide input to the Executive Director about Voices of Hope's goals and program development in the education and training area.
- Perform other duties as assigned.
- Acknowledge and abide by the rules, policies and procedures of Voices of Hope.

QUALIFICATION: The ideal candidate will have a bachelor's degree in social work, counseling, criminal justice or a related field or equivalent experience. The candidate must also have experience working with relationship violence and sexual assault, experience organizing, facilitating and coordinating training and partnering with community agencies, as well as clear communication skills.

TO APPLY: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: Education Training Coordinator Selection Committee. Applications will be reviewed on **June 23, 2021**. Position will be opened until filled.