

CALIFORNIA COALITION AGAINST SEXUAL ASSAULT
PreventConnect

TRAINING AND TECHNICAL ASSISTANCE SPECIALIST
Full Time Position

PURPOSE OF POSITION

Under the direction of the Director of Prevention Services, the Training and Technical Assistance (T&TA) Specialist performs the day-to-day operation of CALCASA's research, information and technical support program of CALCASA. For this position, the primary focus will be CALCASA's national project PreventConnect with a focus on preventing sexual assault on college campuses.

The T&TA Specialist is responsible for the daily, overall contact and support of CALCASA's national PreventConnect project, college campuses, rape crisis centers, and allied professionals. The Training and Technical Assistance Specialist must excel at technological support using CALCASA and PreventConnect's web sites, email groups, teleconference, web conference, database, e-mail and other systems in order to implement the technical assistance service to rape crisis centers and/or sexual assault prevention programs and other constituency groups. This position requires excellent interpersonal skills and limited travel providing on-site technical assistance to CALCASA and PreventConnect's constituents. This is a full-time position based in CALCASA's Sacramento office.

ESSENTIAL DUTIES

Training and Technical Assistance:

Provide project support through, in-person and phone support, training and technical assistance (TA) to CALCASA and PreventConnect's constituents (including, but not limited to CALCASA member organizations, rape crisis centers, rape prevention programs, grantees, sexual violence and domestic violence prevention practitioners, college campuses.) Specialist will research and implement trainings, web conferences and conferences under the direct supervision of the CALCASA's management. Conduct research to provide TA assistance to centers and individuals and work closely with CALCASA staff to respond to technical assistance needs. Identify appropriate materials and deliver information requested by organizations and individuals. Conduct follow-up to assess effectiveness of information provided. Attend and assist with the implementation of trainings and conferences. As assigned, contact or conduct visits in order to evaluate needs of CALCASA's constituents.

Key activities include

- providing technical assistance,
- providing support for trainings, web conferences and other related events,
- conducting training,
- identifying resources and materials,
- developing articles, materials, blogs and podcasts,
- monitoring email groups,
- representing CALCASA/PreventConnect at meetings, conferences and events.

Additional Duties: Contributes to the professional tone and approach of the project and the organization within the perimeters of the agency mission and philosophy. Other duties as assigned.

REQUIREMENTS

1. Bachelor's or Master's degree (especially in Public Health, Social Work, Education, etc.) (Masters preferred) in relevant field required. Extensive experience, demonstrated skills, and aptitude considered in lieu of education.
2. Demonstrated experience (minimum three years) in providing training and technical assistance programs, preferably in a community-based agency and/or rape crisis center.
3. In depth knowledge of issues related to sexual assault intervention and prevention as well as rape crisis center service standards and operations, including but not limited to comprehensive prevention programming, counseling, SART, and volunteer programs
4. Ability to speak and write Spanish (preferred.)
5. Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
6. Excellent oral and written communication skills.
7. Excellent technical writing and research skills.
8. Ability to recognize and identify information of value to rape crisis centers and/or sexual assault prevention programs. Ability to synthesize information to ensure usefulness to rape crisis centers and/or sexual assault prevention programs.
9. Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources.
10. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
11. Ability to maintain cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
12. Capacity to work in a fast-paced program and manage multi-faceted services.
13. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations. Experienced in responding to diverse needs.
14. Accept and abide by mission and philosophy of CALCASA.
15. Must complete a California rape crisis center sexual assault victim counselor training, if not already attended.
16. Have a car, insurance and a valid driver's license.

CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer-related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.

CALCASA is an Equal Opportunity Employer

Position open until filled, Submit resume, cover letter and three references to jobs@CALCASA.org

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