

Job Title: Co-Director, Hanna Institute

Department: Hanna Institute

Supervisor: Director Hanna Institute

Status: Exempt

Position Description: The Hanna Institute was launched in 2017 to raise the community awareness of the negative impact of trauma and adversity on the overall health and well-being of children, families and communities. Our intention is to bring a trauma lens to the services that support our children and families. The Co-Director Hanna Institute is responsible for planning, coordinating and executing the training, consultation, collaborations and programs sponsored and led by the Hanna Institute.

Duties and Responsibilities:

- Work collaboratively with Co-Director, CEO and the campus leadership on co-creating this important initiative.
- Build solid relationships with the provider community in Sonoma and continually assess the community need for training and program development. Through collaborations, build the foundation for a self-healing, trauma-informed community.
- Seek out opportunities to present at local and regional conferences and events to promote the trauma recovery and resilience work.
- Seek out opportunities to expand personal knowledge base in the area of trauma recovery and resilience.
- Work collaboratively with colleagues at Hanna on the planning and coordination of events, including technology, facility and food service.
- Negotiate all service contracts and track progress and deliverables. Work closely with representatives of organizations we collaborate with to ensure agreed upon deliverables are met.
- Manage coordination, communication and promotion of events and activities, ensuring appropriate community partners are folded into these activities and attendance rosters are maintained to build our mailing list.
- Prepare certificates of attendance and CEU's documents for attendees when appropriate
- Prepare monthly reports and activity logs.
- Ensure internal communications with development, finance, facilities and leadership staff are consistently and effectively managed.
- Prepare any presentations as necessary and maintain a library of all trainings offered.
- Make all necessary arrangements with guest speakers ensuring they have everything needed and special events are appropriately promoted and managed.
- Coordinate with other Hanna departments to ensure meeting spaces are scheduled and set up.
- Consistently follow HBC policies and procedures and serve as a solid model for trauma informed practices.
- Adhere to and support HBC core values.
- Assume other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong understanding of the impact of trauma and adversity on children, families, organizations and communities as well as a solid understanding of the range of evidence based interventions and psychosocial responses to address challenges of trauma and violence exposure.
- Strong presentation and public speaking skills.
- Sensitivity to issues of diversity and cultural humility.
- General office and Microsoft applications.
- Ability to prepare presentations using PowerPoint and other tools as appropriate.
- Excellent written and verbal skills.
- Advanced degree (in counseling, organizational development, health services) preferred.
- Bi-lingual (Spanish / English) preferred
- Valid CA Driver's License.

Physical Requirements: This position requires the ability to sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone. The ability to bend, squat, stoop and walk up a flight of stairs. The ability to lift and/or carry up to 20 lbs.. The ability to drive a motor vehicle. Some duties are performed in an office environment at a desk or computer terminal, but also need to be able to present and assist in the setup of event of event space.