



Announcement for Training & Technical Assistance Manager Position

Starting Salary:	\$45,000-\$48,000 DOE
Benefits:	Benefits: Generous paid time off and holidays; 100% employer paid premiums for employee medical, dental, and vision insurance; flexible workplace
Work Status:	Full-Time; Exempt
Work Schedule:	Schedule may vary to meet job demands; some evenings and weekends are required; some overnight travel is required
Reports to:	Director of Programs
Location:	Denver, CO (telecommuting within Colorado may be considered)

The Colorado Coalition Against Sexual Assault (CCASA) is a statewide membership organization promoting safety, justice, and healing for survivors while working toward the elimination of sexual violence. Our membership includes over 100 sexual assault survivors, victim advocates, rape crisis centers, dual domestic violence and sexual assault programs, college and university campuses, law enforcement agencies, district attorney and judicial district offices, medical professionals, public health and government agencies, offender treatment programs, as well as other organizations and concerned individuals throughout Colorado. As a statewide coalition, CCASA supports our members, partners, and the broader community through training, technical assistance, information and referrals, educational materials, statewide systems change, and public policy education and advocacy.

The Training and Technical Assistance Manager is responsible for managing and implementing many of CCASA's training and technical assistance activities, as well as serving as the first point of contact for information and referrals, and training and technical assistance requests from CCASA members, partners, survivors, and community members.

Job Responsibilities:

Training and Technical Assistance

- Provide support, consultation, technical assistance, and training to CCASA members and partners in order to assist service providers in strengthening their capacity to provide culturally relevant and victim-centered services that are reflective of the diverse communities they serve.
- Serve as the primary contact to survivors and community members who contact CCASA with requests for information, referrals, and support.
- Coordinate CCASA's webinar training series, including identifying, recruiting, and coordinating presenters.
- Manage CCASA's Online Learning Center, including assisting users with access.
- Work with the Director of Programs and CCASA's Curriculum Development Committee to identify, develop, and/or update CCASA's online, print, and video training materials and resources, including, but not limited to, online training modules, training manuals, other training materials, brochures, handbooks, and technical white papers.

- Work with the Director of Programs to plan and implement trainings.
- Serve on the Colorado Advocacy in Action Conference Steering Committee, and co-ordinate the Conference Advisory Team, in partnership with CCADV staff, to solicit and select presenters and workshops.
- Connect with and engage representatives of diverse communities in order to ensure that CCASA programs are informed by the perspectives of diverse communities and are culturally relevant.

Other Duties

- Track activities and complete required documentation, and assist with the preparation of grant reports.
- Identify other programmatic needs and possible strategies for meeting those needs, in consultation with the Director of Programs, Executive Director, and other staff.
- Assist with and participate in CCASA events, including the annual SAAM Kick-Off at the Capitol and Colorado Denim Day.
- Act as CCASA staff liaison on statewide task forces and committees, as assigned, to promote statewide policy and protocol that is representative of sexual assault survivors and service providers.
- Staff CCASA committees, as assigned.
- Provide input on relevant program and project budgets, as requested.
- Contribute to CCASA's developing understanding and integration of culturally-relevant, empowerment, and strength-based strategies within an anti-oppression and social justice framework, including participating on at least one of the following: CCASA's Anti-Oppression Advisory Committee, the Aspiring White Allies Group, and/or the Communities of Color Alliance.
- Carry out all job tasks collaboratively and cooperatively.
- Perform other duties as assigned.

Required Qualifications:

- Minimum of 4 years of related professional experience, preferably within a community-based sexual assault victim advocacy program setting.
- Bachelor's degree in a related field, such as social work, sociology, criminal justice, political science, women's studies, or other closely related field. Related professional work experience may be substituted on a year-for-year basis for education.
- Knowledge/understanding of sexual violence, social justice, and anti-oppression work.
- Experience working with diverse populations.
- Expertise in one or more of the following areas: working with underserved/marginalized communities, working in rural communities, working on college/university campuses, working with multi-disciplinary sexual assault response/Sexual Assault Response Teams.
- Demonstrated understanding of, and commitment to culturally-relevant, empowerment and strength-based strategies within an anti-oppression and social justice framework.
- Commitment to grappling with the complexities of societal power and privilege in order to understand how multiple forms of oppression (racism, classism, heterosexism, ableism, etc.) intersect with CCASA's work to end sexual violence.
- Demonstrated success with implementing complex projects, including engaging and coordinating with other partners.
- Experience with training or event/meeting planning and management, preferably with a statewide organization.

- Experience and comfort with public speaking, providing training to diverse professionals, and facilitating meetings.
- Knowledge of training paradigms and modalities, and adult learning styles.
- Knowledge of distance learning forums and methodology.
- Experience and skills in technical writing and publications development.
- Proficiency with the technology necessary for the functions of the position, including demonstrated ability with Microsoft Word, Excel, and PowerPoint; web-based training platforms (preferably GoTo Webinar); and audio/visual equipment.
- Excellent public and interpersonal communication skills.
- Detail-oriented and organized.
- Self-motivated and able to manage multiple priorities and deadlines.
- Ability to work independently and with minimal supervision.
- Flexible and able to respond to emerging issues as they arise.
- Comfort with working in a small, team-oriented environment.
- Detail-oriented and organized.
- Enthusiasm about promoting the mission, vision, and values of CCASA.

Preferred Qualifications

- Bilingual and/or bicultural, particularly Spanish/Latinx.
- Experience working in and knowledge of victim service systems within Colorado.
- Experience working with a coalition or statewide organization.

Our ideal candidate will share our passion and commitment to believing and supporting survivors, holding perpetrators accountable, and taking action to end sexual assault in Colorado. We also expect that all members of our team recognize that sexual violence and oppression are intricately linked, and are dedicated to grappling with the complexities of societal power and privilege in order to create an inclusive movement to end sexual violence. Candidates must be able to recognize personal biases and address them productively, as well as communicate effectively with a wide range of individuals, groups, and organizations.

CCASA values diverse life experience and is an Equal Opportunity Employer. People of color, people with disabilities, and/or people who identify as LGBTQI are strongly encouraged to apply.

Application Instructions:

Please submit a cover letter, resume, and answers to supplemental questions (see below) *as separate attachments* to:

- Email: agueda@ccasa.org with "TTA Manager" in subject line (preferred)
- Mail: CCASA, PO Box 40350, Denver, CO 80204
- No phone calls please.
- Please follow these instructions to ensure review of your application.

Position open until filled. Review of applications will begin Monday, July 30th.

Instructions for Supplemental Questions: Briefly answer the following questions using no more than 4 pages total, typed, 12pt Times New Roman font.

1. How do your knowledge, skills, and experience fit with the job responsibilities and requirements?
2. What are some unique challenges/barriers faced by survivors from marginalized communities, and what are some strategies for addressing those challenges/barriers?
3. What are some ways in which a statewide coalition can effectively support local service providers, particularly those in rural and outlying communities?