Position Title: Curriculum Development, Training, and Technical Assistance Director
Reports To: Executive Director
Status: Full time, Exempt
Location: Hawaii

About HSCADV
The Hawaii State Coalition Against Domestic Violence (HSCADV) is a private, not-for-profit, statewide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to engage communities and organizations to end domestic violence through education, advocacy, and action for social justice. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

HSCADV is based in Honolulu, but this position is open to candidates on the neighbor islands of Hawai‘i as a remote position.

Position Description
This is an extraordinary opportunity for an experienced individual with a demonstrated commitment to serving victims of domestic violence and who enjoys working in a small, nimble team in an organization that is evolving.

The primary focus of the position is to:

1) Design and develop online and in-person curricula for adult learners on the topics related to the dynamics of domestic violence dynamics and specific topics on the intersection of issues such as race, culture, child development, housing, and immigration issues. **There will be a strong emphasis on developing online courses and webinars due to travel restrictions in response to Covid-19;**

2) Offer training and technical assistance opportunities for HSCADV Membership and within the ally community to enhance their capacity to better meet the needs of victims/survivors of domestic violence;

3) Develop and offer training and/or technical assistance enhancing the system response to domestic violence; and

4) Lead the planning and execution of the annual membership conference.
The Curriculum Development, Training, and Technical Assistance Director will develop and implement a strategic approach to facilitate the provision and/or delivery of training and technical assistance in collaboration with HSCADV staff, member programs and community allies. Job duties below are subject to change over time.

This position involves travel for training on O‘ahu and the neighbor islands with the occasional overnight stay, as well as out-of-state travel for conferences, when conditions allow. Due to the Covid-19 pandemic, meetings and training sessions are expected to be conducted via video conferencing and a flexible, full time schedule is available as an accommodation.

The Curriculum Development, Training, and Technical Assistance Director reports directly to the Executive Director and supervises the Member Services Associate.

Responsibilities

- Adherence to all federal and state regulations regarding information and confidentiality.
- Maintain a high level of professional and ethical conduct towards consumers, employees, partners, and communities.
- Responsible for maintaining ethical communication within the office, coalition member agencies, partners, and vendors.
- Adherence to HSCADV’s philosophy, policies and procedures.
- Develop training curricula and programs (outsourced or in-house) utilizing appropriate training methods per case (i.e., in-person, live/recorded webinars, online hosted modules) in collaboration with HSCADV staff, membership, and diverse community allies.
- Oversee the coordination of HSCADV’s training and education events, including outcome evaluation.
- Assist in the execution of HSCADV policies and procedures for grant administration and other requirements of funders, including, but not limited to, maintenance of related contract and program files; review of data reports; and other activities related to the administration of pass through funds.
- Write and submit narrative reports to funders and ensure compliance with grant requirements.
- Ensure that funder requirements related to passthrough subcontracts are adhered to.
- Stay up-to-date on best practices, current research and literature, and effective and appropriate responses to domestic violence.
- Work with HSCADV staff to continuously identify new potential partners, particularly those who are committed to serving victims and survivors of violence who are traditionally underserved.
- Work with HSCADV staff to coordinate annual membership conference.
- Represent HSCADV at statewide and national events or conferences as requested by the Executive Director.
- Provide supervision to Member Services Associate.
- Perform other duties as needed to support the mission of HSCADV.
Knowledge Requirements

- Principles of adult learning
- Comprehensive understanding of domestic violence and/or sexual violence including experience working in a domestic/sexual violence service agency, advocacy or related field.
- Familiarity with generally accepted policies and practices that impact survivors and domestic violence and their children.
- Commitment to the empowerment of domestic violence survivors and client-centered services.
- Knowledge of systems advocacy and how to effectively work with nonprofit, government and for-profit institutions.
- Working knowledge of video conference platforms Zoom (preferred), Microsoft Teams, Goto Meeting/Webex and Adobe Connect.

Skill Requirements

- Experience developing online courses and webinars, knowledge of Articulate or Adobe Captivate a plus.
- Excellent oral and written communication skills, including the ability to speak in public forums and conduct training in person and via video conference.
- Experience working with diverse communities and audiences.
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate).
- Ability to problem-solve and research needed information with difficult and diverse situations and interpret complex rules and regulations.
- Demonstrated ability to work independently and cooperatively, manage multiple projects and plan strategically in high pressure, limited resource work environment.
- Extensive experience in Microsoft Office suite of products and social media platforms.
- Working knowledge to manipulate and configure basic audio/visual and mobile technology equipment.
- Comfortable with basic website editing, and willingness to learn and adapt to new technology.
- Supervisory experience.

Physical Requirements

- Occasionally move boxes and/or Audio/Visual equipment weighing up to 50 pounds for various training and event needs.
- Must be able to secure reliable transportation, including driver’s license and proof of insurance if necessary when travel is required.
Special Demands

- Willingness and ability to travel with overnight stays.

Compensation

- This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.
- Salary $50,000-$55,000
- Generous benefits: health, dental, retirement, paid time off and more.

To apply

Please send a resume and a thoughtful cover letter with Curriculum Development, Training, and Technical Assistance Director in the subject line to team@hscadv.org. **Submissions without a cover letter will not be considered. No calls, please.**

Applications will be considered as soon as they are received; a first screening will likely occur on or around July 15, 2020. Position open until filled. **Anticipated start date is September 7, 2020.**

HSCADV is an equal opportunity employer; people of color, Native people, people from other historically marginalized communities and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.