



New Hampshire Coalition Against Domestic and Sexual Violence
Job Description: Training and Resources Coordinator

The New Hampshire Coalition Against Domestic and Sexual Violence (The Coalition) creates safe, just, and equitable communities through advocacy, education, and empowerment of anyone impacted by domestic and sexual violence, stalking, child abuse, and human trafficking.

The above mission is accomplished by the Coalition, which includes 12 independent community-based member programs, a board of directors, and a central staff working together to 1) influence public policy on the local, state, and national levels; 2) ensure that quality services are provided to victims; 3) promote the accountability of societal systems and communities for their responses to sexual violence, domestic violence, and stalking; 4) prevent violence and abuse before they occur.

Job Objective and Summary: The primary focus of this position is to support the Coalition's Member Program Crisis Centers in incorporating and enhancing equitable and inclusive practices in their primary prevention work. Primary responsibilities of this position include:

- Support member programs' implementation of health equity-focused primary prevention practices
- Use statewide and community-level data to inform decision-making around recommended best practices in prevention
- Lead advocate sustainability assessment and initiatives to ensure wellness and diversity among member program staff to support diverse survivors and communities across NH
- Coordinate ongoing training and professional development opportunities that can be accessed through the Coalition's online training platform (including Foundations for Advocacy, Professional Development, Prevention Educator Orientation)
- Build and enhance partnerships with statewide and national organizations focused on equity

Essential Functions:

- Develop and deliver professional development training opportunities for staff at member programs with focus areas including:
 - Health equity capacity building (inclusive of trauma-informed services)
 - Advocate sustainability
 - Data-driven decision-making
- Collaborate on health equity initiatives with statewide primary prevention stakeholders including the State's Injury Prevention Program and Bureau of Drug and Alcohol Services
- Provide training and technical assistance on best practice sexual violence prevention implementation and evaluation strategies to member programs
- Assist with the development, coordination, and implementation of outreach and awareness projects and activities
- Represent the Coalition in other statewide prevention initiatives as appropriate
- Provide ongoing updates and information-sharing among Coalition staff/departments



- Coordinate and update prevention resources and content for the NHCADSV website and social media on an ongoing basis
- Attend annual and ongoing CDC (Center for Disease Control and Prevention) and Prevention RPE (Rape Prevention Education) grantee meetings

Minimum Requirements:

- Bachelor's Degree or equivalent experience
- Experience working at a domestic and/or sexual violence crisis center is strongly preferred
- Experience with training and facilitation necessary

Preferred Skills:

- Creativity, professionalism, ability to communicate with diverse audiences, and system collaboration experience
- Excellent oral and written communication skills with strong interpersonal and networking abilities
- Excellent organizational skills, including the ability to follow through on projects and meet deadlines
- Ability to take direction, work alone and as part of a team, and be self-motivated
- Demonstrated understanding of and commitment to domestic and sexual violence issues
- Proficient in Microsoft Outlook, Word, and Excel and experience with Teams, Access, PowerPoint, and Publisher
- Experience with online learning platforms

Physical and psychological demands: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to manage multiple concurrent deadlines in a fast-paced environment
- Must be capable of entering text or data into a computer by means of a traditional keyboard (Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine, or 10-Key numeric keypad.)
- The person in this position communicates frequently with stakeholders and staff members. Must be able to exchange accurate information in these situations
- This position is located in Concord, NH. Frequent travel will be required, including statewide and national travel

Disclaimer:

The above statements are intended to describe the general nature and level of work expected for this position. Additional responsibilities, duties, or skills may be required that are not outlined in this description. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



The Coalition is an Equal Opportunity Employer and is committed to hiring and employing diverse staff. We strongly encourage people of diverse racial, gender, and ethnic identities and abilities to apply.

For Human Resources Only

Job Category	Coordinator
Exempt/Nonexempt	Non-exempt
This is a full-time position	Full time: 40 hours per week
Supervisor	Program Director
Department(s)	Programs
Last Revised	July 2024