



JOB DESCRIPTION:
NATIONAL TRAINING OFFICER
ON VIOLENCE PREVENTION AND VICTIM SERVICES

YOUTH ALIVE! BELIEVES THAT URBAN YOUTH HAVE THE INNATE CAPACITY TO STOP THE VIOLENCE PLAGUING THEIR COMMUNITIES. EVERY DAY, WE NURTURE LEADERSHIP AND LIFE SKILLS OF YOUNG PEOPLE AFFECTED BY VIOLENCE, IN OAKLAND AND THROUGHOUT THE U.S., BECAUSE ADDRESSING THE ROOT CAUSES OF VIOLENCE SAVES LIVES.

JOB DESCRIPTION: The Healing Justice Alliance (HJA) is a partnership of Cure Violence and the National Network of Hospital-Based Violence Intervention Programs (NNHVIP), administered by Youth ALIVE!, to help communities address violence as a public health issue. This position will be responsible for various activities related to planning, organizing and ensuring delivery of comprehensive and communications-related training and technical assistance (TTA) services to a portfolio of Office for Victims of Crime grantee demonstration sites serving male survivors of violence. Training will work with each of their sites to interpret their TTA needs and match each to a host site based on their TTA capabilities. The ideal candidate is an excellent writer who is highly organized and detail-oriented, a proficient and diplomatic communicator, and has strong verbal, written and interpersonal skills. This position will be expected to establish and maintain key relationships with TTA recipients. This posting is for the Training Officer position based at Youth ALIVE! in Oakland, California.

JOB DUTIES AND RESPONSIBILITIES:

Training and Technical Assistance:

- Assist Lead Training Officer with the overall coordination and maintenance of the Healing Justice Alliance training and technical assistance activities
- Assist with developing content for HJA e-bulletins to our members and HJA web site
- Ensure that HJA is responsive to TTA requests and inquiries in a timely manner
- Develop and maintain relationships with TTA providers and recipients
- Develop, collect and analyze TTA evaluations
- Arrange and accompany sites on cross-site visits
- Conduct TTA visits
- Travel as needed to promote SMSV initiative and learnings at conferences
- Manage a portfolio and serve as main point of contact of 6 sites, and for each:
 - Field calls for TTA and match interests and needs with appropriate TTA
 - Oversee payment of travel reimbursements, site visit host stipends, conference-related expenses, etc.
 - Conduct TTA assessment and TTA needs
 - Distribute and collect evaluation materials
 - Work with partners to review each site's communications and media policies and procedures
 - Document SMSV activities in the communication log
 - Complete monthly report on all 6 sites and submit to Project Lead by first of the

month

Peer learning:

- Staff monthly communities of practice (Policy, Professional Certification and Research). These are peer working/learning groups who meet generally by phone. This can include some or all of the following: Facilitating meetings, Sending reminders and pre-meeting materials, Taking attendance and preparing minutes, and Drafting agendas
- Maintaining progress of communities in achieving their learning and other goals, including following up on next steps preparing group work products

Create Training Materials

- Develop, promote, arrange, and occasionally conduct webinars and other training sessions on a variety of youth violence-related topics, including:
 - Recruit subject matter experts to create and lead training sessions
 - Publicize training opportunities
- Develop written training materials

QUALIFICATIONS:

Required skills

- Master's Degree in related field (such as Public Health, Public Policy, Social Work) or minimum 5 years equivalent experience plus Bachelor's degree required.
- Passionate interest in youth violence prevention
- Experience working with communities at highest risk for violence
- Well organized, demonstrated ability to prioritize, detail-oriented
- Public speaking and training skills
- Strong writing and editing skills, including extensive report writing experience
- Demonstrated ability to work successfully with community leaders and subject matter experts
- Ability to work some evenings & weekends as needed
- Computer skills (proficiency in Word, Power Point & Excel)
- Ability to manage multiple projects under tight deadlines with a high degree of accuracy
- Strong organizational skills, demonstrated ability to prioritize, detail-oriented

Desired skills

- Experience with data analysis, program evaluation and qualitative research methods
- Experience with public speaking
- Experience with database software
- Experience with website design and/or maintenance
- Experience with event planning, especially conferences
- Public speaking experience
- Published writer, especially (co-)author of peer reviewed article in an academic journal
- Passionate interest in violence prevention and serving urban communities experiencing violence
- Applicants with personal experience in overcoming violence (to themselves and/or a loved one) / violence-related injuries / the criminal justice system are especially encouraged to apply.

PHYSICAL DEMANDS / WORK ENVIRONMENT:

- Talk, hear
- Clear vision at 25 inches or less to view computer screen and read documents
- Must be able to sit at desk and work on a computer for 4 hours/day
- Must be able to lift and carry 25 pounds
- Working conditions typical of an office environment
- Exposure to moderate levels of noise such as computers, printers, light traffic

SALARY AND BENEFITS: DOE. Full time non-exempt position; occasional nights and weekends required. Benefits include: Medical/Dental/Vision/Vacation/Sick Leave/Retirement/Professional Development/Educational Reimbursement. Equal opportunity employer. Applicants with experience in law enforcement and/or formerly incarcerated/juvenile justice involved are encouraged to apply. Applicants with personal experience of violence exposure encouraged.

TO APPLY: Please send cover letter and resume to jobs@youthalive.org. Include your name and “Training Officer” in the subject line and all attachments and include your salary requirements in the cover letter. Due to the volume of applicants we will only be able to contact those we wish to interview. No phone calls or visits please.

Youth ALIVE! is an equal opportunity employer.

