



## **Job Announcement**

**Position:** Training Coordinator (2 Positions Currently Available)

Children's Advocacy Centers of Mississippi is a non-profit membership organization that provides training, technical assistance and much more to 12 Child Advocacy Centers and other child welfare professionals in Mississippi.

The Training Coordinator will provide support operations with a variety of professional training projects and events to include program logistics, customer service and problem solving.

### **Requirements:**

Bachelor's degree is required.

- Experience: Experience coordinating or conducting training, conferences, special events and/or similar activities for professionals is preferred.
- 2 or more years working with children and families in a human service setting that required knowledge of child abuse and neglect and skills in child advocacy
- Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations
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Please review the job description for a detailed summary of duties, responsibilities and preferred experience.

Experience in forensic interviewing will be beneficial for this position.

Salary is commensurate with experience.

To apply for this position, please send a resume and a cover letter outlining your qualifications and interest in the position to Equiller Mahone, Assistant Executive Director, [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org).

For more information about CACM, visit our website: [childadvocacymy.org](http://childadvocacymy.org).

**Children's Advocacy Centers of Mississippi  
Training Coordinator  
Job Description**

**REPORTS TO: Director of Training**

**GENERAL RESPONSIBILITIES:**

The employee provides support operations with a variety of professional training projects and events to include program logistics, customer service and problem solving. This employee is under the supervision of the Director of Training and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

**SPECIFIC RESPONSIBILITIES:**

The Training Coordinator has the primary responsibility of providing support services through the Training Program for CACM. The individual is a highly detail-oriented professional who excels at coordinating logistics and has strong organizational, computer and communication skills. This person works closely with trainers, assists with curriculum development and conducts trainings as needed.

**Essential Duties and Responsibilities include the following:**

- Writing, delivering and developing curriculum that will be used in state wide training of individuals from various disciplines including but not limited to multidisciplinary team members, victim advocates, service providers, law enforcement, criminal justice officials, and CAST professionals and students/faculty at institutions of higher learning
- Assists with logistics and facilitation for experiential training experiences at CACM's training facility
- Coordinates logistics for all Children's Advocacy Centers of Mississippi core trainings and peer support meetings including use of space, training materials, and evaluations
- Creates training events and peer support meetings in online registration platform, which is used to manage onsite training check-in, contact registrants, accept payments, and administer pre-and post- tests
- Creates and maintains electronic files for each training event and peer support meeting
- Creates and sends confirmation and logistic letters via email to each registrant prior to a training or peer support meeting
- Finalizes training and peer support meeting agenda(s), participant list, evaluation forms, and manuals.
- Provides onsite logistical support for trainers and attendees throughout each training session
- Creates and coordinates contracts with faculty, when necessary, to include travel, lodging, training material, resume for continuing education credits and bio
- Creates and updates web pages for trainings, as necessary
- Works with other training personnel to support other trainings and conferences
- Provides administrative assistance and onsite support for the annual One Loud Voice

Conference

- Educates interested parties in types of training sessions available
- Assists with other agency projects as needed

**Education:** Bachelor's degree is required

**Experience:**

- Experience coordinating or conducting training, conferences, special events and/or similar activities for professionals is preferred.
- 2 or more years working with children and families in a human service setting that required knowledge of child abuse and neglect and skills in child advocacy
- Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations
- Preference given to persons with experience working with Multidisciplinary teams, child welfare, and child advocacy. Specifically,
  - Understanding the mission of children's advocacy centers and multidisciplinary teams. Direct experience preferred.
  - Demonstrates excellence in written, verbal and oral presentations
  - Is proficient in Microsoft Word, Excel, Power Point and Webinar Design.
  - Ability to work independently with flexible hours.
  - Valid driver's license, satisfactory background checks and ability to travel required.
  - An ability and willingness to travel extensively (up to 60%)

Salary range is commensurate with experience. Office is located in Jackson, Mississippi. The selected candidate must successfully complete a comprehensive background screening process.