

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

**REPORTS TO:** Assistant Executive Director

**GENERAL RESPONSIBILITIES:**

The Employee oversees specific programs of the agency under the supervision of the Assistant Executive Director 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:**

Oversees the training and technical assistance for child advocacy centers, multidisciplinary teams and other professionals throughout the state in a manner consistent with the mission and objectives of the agency which include but are not limited to:

- Writing, delivering and developing curriculum that will be used in state wide training of individuals from various disciplines;
- Supervises staff and contract faculty under the Training and Events arms of the organization;
- Coordination of individualized trainings for multidisciplinary teams (protocol development, working as a team, trauma- informed teams, etc.);
- Building strong working relationships with stakeholders through community presentations and coordination of specialized trainings;
- Coordination of specialized trainings for MDTs and CACs;
- Assists in the coordination of the statewide CAST program;
- Provides oversight and coordination of simulation based trainings at the Child Advocacy Training Institute
- Oversees member relations as it relates to the NCA standards for accreditation;
- Attend regular meetings as assigned by the Assistant Executive Director;
- Keeps current with research studies, forecasts and trends to provide direction and guidance for the agency growth and growth of the training programs;
- Provides oversight and management of the online communities and learning management system;
- Coordinate the One Loud Voice: A Multidisciplinary Team Approach Conference; and

Is a self-motivated professional to meet the day-to-day functions of the agency.

Maintains and maximizes the image of the Children's Advocacy Centers of Mississippi through his/her interface with state and national agencies, all public and private entities, and member CACs.

**QUALIFICATIONS:**

Bachelor's degree in human services, legal, or health related field with experience working with training, community outreach, and group interaction. Must have excellent human relations skills within a management setting; able to skillfully handle problems and create an atmosphere of team building; possess excellent communication skills; be able to arrange and conduct meetings or training activities; be able to negotiate an array of diverse organizations and individuals; present information to various government and non-profit entities; and administer duties in a positive and supportive manner.

Specifically,

- A Master's degree with two-years post-graduate work is preferred.
- Understanding of the mission of children's advocacy centers and multidisciplinary teams. Direct experience preferred.
- Understanding of higher learning institutions. Direct experience preferred.
- Demonstrates excellence in both written and oral communications.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background check and ability to travel required.
- An ability and willingness to travel extensively (up to 40%).

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

**All letters of interest and resumes can be sent to [emahone@mschaptercacs.org](mailto:emahone@mschaptercacs.org).**