



New York City Anti-Violence Project
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JOB ANNOUNCEMENT – TRAINING COORDINATOR

Title: Training Coordinator

Department: Community Organizing and Public Advocacy (COPA)

Reports to: Deputy Director of COPA

The New York City Anti-Violence Project (AVP) envisions a world in which all lesbian, gay, bisexual, transgender, queer (LGBTQ), and HIV-affected people are safe, respected, and live free from violence. AVP's mission is to empower lesbian, gay, bisexual, transgender, queer, and HIV-affected communities and allies to end all forms of violence through organizing and education, and support survivors through counseling and advocacy.

PRIMARY FUNCTIONS

DUTIES AND RESPONSIBILITIES

Training and Technical Assistance

- Develop trainings in the tradition of popular education techniques and principles
- Develop and lead trainings and panels for anti-violence service providers in collaboration with local and national colleagues
- Lead or co-facilitate trainings in two or more of the follow topic areas: LGBTQ 101, hate violence/upstander intervention, intimate partner violence assessment/screening tools, HIV-related violence, sexual violence, violence and LGBTQ youth, and violence and trans, gender non-conforming, and non-binary communities.

Transgender and Gender Non-Confirming (TGNC) Leadership Academy

- Oversee the TGNC Leadership Academy by developing, executing, evaluating and improving curricula and program activities
- Conceptualize, design, and carry out program
- Lead the recruitment, interviewing, and acceptance of applicants for Academy cohorts
- Manage logistics, including communications, programming, and tracking participant hours and processing check requests
- Maintain and build relationships with the TGNC Leadership Academy member base with monthly 1-1's as a part of AVP's base-building and organizing program
- Manage program budget to execute TGNC Leadership Academy activities, and report relevant activities to our funders

National Coalition Coordination

- Coordinate logistics of the National Coalition of Anti-Violence Programs (NCAVP) general meetings and projects including general and committee conference calls, in-person meetings and panels at conferences, listservs, and data collection to support with NCAVP reports
- Work closely with staff and NCAVP members to identify and provide orientation to new members
- Coordinate research and evaluation activities as part of a larger effort to better link the work of the National LGBTQ Intimate Partner Violence Institute to it's Coalition members
- Develop, coordinate, and manage departmental and interdepartmental projects as needed

Outreach and Base-Building

- Support and collaborate with the Organizing Team to coordinate outreach activities to engage new people in AVP's programs and services, with a focus on those most impacted by violence

REQUIREMENTS

- 2-3 years of experience training groups of 5-25 people in-person and online in a professional, volunteer, or activist capacity
- 1-2 years of experience designing and facilitating workshops in the popular education model
- Demonstrated experience with and commitment to working with LGBTQ and HIV-affected communities and to ending violence within and against those communities
- Commitment to anti-oppression work, where oppression is understood as a system that gives some people, groups, or communities power over other people, groups, or communities because of their identities and experiences
- Highly organized with an ability to pay close attention to detail
- Aptitude and interest in managing data and utilizing it to improve organizing and policy work
- Proficient with Microsoft Office (Word, PowerPoint, Excel, and Outlook)
- Excellent interpersonal skills
- Ability to handle confidential materials

PREFERRED SKILLS

- Experience with non-profit organizations, LGBTQ and HIV-affected communities, and anti-violence issues
- Ability to engage and effectively train diverse constituencies with varied learning styles, experience, and approaches to the work
- Bilingual proficiency in English and Spanish
- Experience or capability to manage and track data and generate internal reports

SALARY & BENEFITS

This is an at-will, exempt position with an annual salary of \$55,000. Applicants who speak more than one language at work are eligible to receive a \$1,000 salary enhancement in addition to their base salary.

Hours are typically 10am - 6pm Monday through Friday, but this position requires some work during the evening and/or weekend to support COPA's programming. This position is based in the AVP office in Manhattan, but is currently remote due to COVID-19, and will continue as a hybrid remote/in-person position during 2022.

Good benefits and working environment. Benefits include, but are not limited to, paid time off amounting to over 5 weeks in first year of employment plus generous sick time, medical, dental, vision, life, and disability insurance, 403(b) retirement investment plan (employee contribution only), flexible spending accounts for medical and transit costs, pooled sick leave, paid family leave, and flexible/remote work options.

TO APPLY

Interested applicants can upload their resume and cover letter as a single PDF to <https://bit.ly/avpishiring> by October 3, 2022. After October 3, we will continue to review applications on a rolling basis as long as the position remains open.

No phone calls, please. Candidates will be notified if we are seeking an interview; because of the high volume of responses it will not be possible to respond to all inquiries.

AVP is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, disabilities, and citizen, marital, veteran and HIV statuses. There is no minimum education requirement for this position.