JOB ANNOUNCEMENT – MANAGER OF TRAINING PROGRAMS

Title: Manager of Training Programs  
Department: Community Organizing and Public Advocacy  
Reports to: Deputy Director of Community Organizing and Public Advocacy

The New York City Anti-Violence Project and NCAVP  
The New York City Project (AVP) is seeking a Manager of Training Programs. 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. The National Coalition of Anti-Violence Programs is a program of AVP that is a coalition of over 50 anti-violence organizations that work to prevent, respond to, and end all forms of violence within and against the LGBTQ and HIV-affected communities.

PRIMARY FUNCTIONS  
AVP is seeking a dedicated and experienced Manager of Training Programs with expertise in addressing violence in the LGBTQ community to develop curriculum and collaboratively oversee a training program for anti-violence organizations that service LGBTQ and HIV-affected people, as well as trainings for individuals who are survivors of hate, intimate partner, and sexual violence. The Manager of Training Programs will collaborate with the Manager of Hotline and Prevention Programs to run AVP’s cross-departmental Training and Technical Assistance Institute, which oversees city, state, and national training programs. The Manager of Training Programs will be skilled in conducting trainings remotely and in-person as well as supporting both new and experienced trainers in growing their skills as facilitators.

This position is partially funded through the National LGBTQ Intimate Partner Violence Institute which is a collaboration between NCAVP and the LA LGBT Center. National travel required.

DUTIES AND RESPONSIBILITIES  
Training, Curriculum, and Resource Development

- In collaboration with the National LGBTQ IPV Institute, develop and implement national training and technical assistance projects for NCAVP member programs and other organizations to increase their capacity to provide services to LGBTQ survivors of violence and to support staff at anti-violence organizations;
- In collaboration with COPA and Client Services’ staff, support the development of cohesive and consistent LGBTQ and HIV-affected survivor focused trainings, both in support of training and technical assistance for organizations and for leadership development of community members;
- In collaboration with COPA staff, develop a more intensive, advanced organizing training series and cohort aimed at 8-10 trans and/or gender non-conforming community leaders;
- Identify and develop resources on topics such as: the impacts of trauma on advocates, community responses to violence, and alternative accountability models with a focus on marginalized communities;
• Lead AVP’S internal Train the Trainer work, standardize development and design of trainings materials, and support staff in growing skills around training facilitation;
• Develop resources, fact sheets, and tool kits on LGBTQ intimate partner violence and intersecting forms of violence;
• Lead a collaborative process to develop, implement and evaluate AVP’s internal and external training programs. Develop trainings in the tradition of popular education techniques and principles that can be used for a variety of different cohorts, trainings, and contexts;
• Develop and lead trainings and panels for anti-violence service providers in collaboration with local and national colleagues;
• Ability or experience in leading or co-facilitating 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, violence and LGBTQ youth, violence and trans, gender non-conforming, and non-binary communities, sexual violence

Coordination
• Facilitate recruitment of and support Guidance Counsel of NCAVP, lead quarterly report back meetings;
• Provide capacity-building support to staff of NCAVP member organizations;
• Coordinate logistics for NCAVP in-person or remote meetings;
• Aid in content development for workshops at NCAVP and IPV Network meetings;
• Coordinate NCAVP’s participation in the National LGBTQ Intimate Partner Violence Institute, including attending weekly coordination meetings, ensuring communication between NCAVP and the Institute, and tracking and documenting Institute work for grant reporting.

Administrative & Grant Support
• Produce government and foundation grant reports.
• Ensure invoices and required documentation are provided to the LA LGBT Center and other grant partners promptly.

REQUIREMENTS
• 2-3 years of experience training groups of 5-25 people in in-person and online capacities in a professional, volunteer, or activist capacity
• 2-3 years curriculum development and facilitation experience required.
• 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
• Demonstrated experience in project management with multiple project partners preferred.
• Excellent verbal and written communication and project management skills required.

Preferred Skills
• Knowledge of broad range of LGBTQ hate violence, intimate partner violence, and sexual violence issues.
• 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 fluency in English and Spanish

**SALARY & BENEFITS**
This is an at-will, exempt position with an annual salary of $67,500. 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 and will require a hybrid of both remote and in-person work during 2022 and 2023.

**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**
Upload your cover letter and resume as a single PDF to [https://bit.ly/avpishing](https://bit.ly/avpishing) December 2, 2022. After December 2, 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.*