

**Pennsylvania Coalition Against Rape  
National Sexual Violence Resource Center**

**Job Description**

**Job Title:** Training Specialist  
**Department:** NSVRC Advocacy and Resources Team  
**Reports To:** Advocacy and Resources Director  
**FLSA Status:** Full Time, Non Exempt  
**Work Hours:** Regular Business Hours  
**Travel Expectations:** Travel Required

**SUMMARY** The Training Specialist is responsible for providing high quality training, resource development, and technical assistance focused on male victim/survivors. Training may be provided in a variety of formats including in-person and online. This position will oversee a grant focused on how rape crisis centers can best serve male survivors.

Please note: This is a temporary position funded through time-limited grants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned

**Training**

- Develop training tools on male survivors of sexual violence and how to reducing barriers for male survivors seeking sexual violence services.
- Work with partners to determine the best way to meet the needs of sexual violence programs to serve men.
- Coordinate in person meetings and trainings.
- Provide and evaluate web-based and in-person trainings to advocates and allies on intervention, legal, medical, advocacy, criminal justice, and other topics related to sexual violence.
- Assist in the development of technical assistance materials and web-based curricula by identifying priority topics, recommending and reviewing resource materials, and participating in planning.

**Technical Assistance**

- Provide ongoing technical assistance to sexual violence programs, grantees, state coalitions, and other agencies and individuals on sexual violence of males.
- Research topics and identify materials to aid in responding to information requests; work with the NSVRC Librarian to identify resources and catalogue them for easy retrieval.

- Assist with research, researching topics, and identifying materials to aid in responding to information requests, including resources on trauma-informed services.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 0 positions. But may be responsible for supervising students, interns, and volunteers.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from a four-year college/university or two to three years of experience in sexual violence in assisting males who have experienced sexual violence and experience in training development and provision for adult learners.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **REQUIREMENTS**

1. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities.
2. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
3. Excellent oral and written communication skills. Must possess excellent project management, organizational and negotiation skills. Excellent customer service skills.
4. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and create an accessible environment.
5. Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Office, Internet, Articulate, Adobe suite, podcasting and video equipment, general office equipment
6. Accept and abide by the mission and core values of PCAR.

7. Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Not applicable

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **OTHER DUTIES AS REQUIRED**

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.