

## **TRAINING AND TECHNICAL ASSISTANCE SPECIALIST** **Based out of CALCASA's Sacramento office**

### **PURPOSE OF POSITION**

Under the direction of the Director of Prevention Services, the Training and Technical Assistance (T&TA) Specialist performs the day-to-day operation of CALCASA's research, information and technical support program. The T&TA Specialist is responsible for the daily, overall contact and support of the rape crisis centers and allied professionals and CALCASA's national constituents. The Training and Technical Assistance Specialist must excel at technological support using CALCASA's web site, email groups, teleconference, web conference, database, e-mail and other systems in order to implement the technical assistance service to rape crisis centers and/or sexual assault prevention programs and other constituency groups. This position involves working on sexual assault intervention and services in various settings and in connection with many systems, such as colleges/universities, incarcerated facilities, labor/unions, law enforcement, and military. This position requires excellent interpersonal skills and limited travel providing on-site technical assistance to CALCASA's constituents. This is a full-time, non-exempt position based in CALCASA's Sacramento office.

### **ESSENTIAL DUTIES**

#### Training and Technical Assistance Specialist (T&TA Specialist)

Train, explain procedures, give referrals and provide technical assistance on a wide variety of issues identified by CALCASA's constituents (including, but not limited to CALCASA member organizations, rape crisis centers, rape prevention programs, grantees, sexual violence and domestic violence prevention practitioners.) Conduct research necessary for the provision of technical assistance to centers and individuals and work closely with CALCASA staff to respond to technical assistance needs. Identify training, publication and project needs, and collaborate with appropriate staff to implement. Identify appropriate materials and deliver information requested by organizations and individuals. Conduct follow-up to assess effectiveness of trainings, information, and resources provided. Attend and assist with the implementation of trainings and conferences.

As assigned, contact or conduct visits in order to evaluate needs of CALCASA's constituents.

#### Key activities include

- conduct research and provide technical assistance to rape crisis centers,
- conduct assessment of constituent training needs
- identify resources and materials
- archive and document key learning's
- SOW blogs, hub maintenance, & monthly updates
- facilitate trainings and webinars
- develop training materials and tools
- facilitate effective working relationships
- provide logistical support for trainings, web conferences and other related events
- collect and analyze data to evaluate training and technical assistance activities
- support other CALCASA staff and consultants with project-specific T & TA as directed
- engage in regular communication with RCCs and institutions as appropriate
- represent CALCASA at meetings, conferences and events.

Additional Duties: Contributes to the professional tone and approach of the organization within the parameters of the agency mission and philosophy. Other duties as assigned.

## **REQUIREMENTS**

1. B.A. or M.A. in relevant field required. Extensive experience, demonstrated skills, and aptitude considered in lieu of education.
2. Demonstrated experience (minimum three years) in service delivery, preferably in a community-based agency and/or rape crisis center.
3. Must complete a California rape crisis center sexual assault victim counselor training upon hire, if not already attended.
4. Demonstrated relationship-building and communication skills. Ability to maintain cooperative and professional demeanor with rape crisis center staff, agency staff/board, vendors, consultants, allied professionals, and members of the public. Enjoyment in interacting with people and creating an accessible environment. Excellent customer relations approach.
5. Ability to work as part of a team.
6. In depth knowledge of issues related to sexual assault intervention and prevention as well as rape crisis center service standards and operations, including but not limited to advocacy within institutional settings, coordinated community response, comprehensive prevention program.
7. Experience conducting research utilizing a wide range of sources including printed material, internet, databases, and identification of alternative information sources.
8. Excellent oral and written communication skills.
9. Excellent technical writing and research skills.
10. Ability to recognize and identify information of value to rape crisis centers and/or sexual assault prevention programs. Ability to synthesize information to ensure usefulness to rape crisis centers and/or sexual assault prevention programs.
11. Knowledge and application of database and word-processing systems including Microsoft Office, social media, and other online resources.
12. Must be organized, flexible, and multi-task oriented. Able to identify and respond to shifting priorities. A self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines. Must be detail oriented.
13. Capacity to work in a fast-paced program and manage multi-faceted services.
14. Demonstrated sensitivity to and knowledge of issues involved in working with diverse populations and organizations, including incarcerated survivors. Experienced in developing programs in response to diverse needs.
15. Accept and abide by mission and philosophy of CALCASA.

**CALCASA makes reasonable accommodations for qualified individuals. All employment actions are based solely on an individual's qualifications without regard to race, color, sex, national origin, religion, cancer- related medical condition, disability, age, sexual orientation, veteran status, ancestry citizenship, or marital status.**

### **CALCASA is an Equal Opportunity Employer**

Position open until filled. Please submit cover letter, resume and three references to [jobs@calcasa.org](mailto:jobs@calcasa.org)

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