



Position: Training and Outreach Coordinator
Supervisor: Director of Grants and Programs

Organization Overview

The DC Coalition Against Domestic Violence (DCCADV) is a 501(c)(3) nonprofit organization dedicated to creating a community where domestic violence is replaced with human dignity. DCCADV is the federally recognized domestic violence coalition in the District of Columbia and serves as a resource for the thousands of adults and children experiencing domestic violence each year, as well as the local organizations that serve them. Our fundamental goals are to provide leadership and support, build awareness, and enhance the systemic response to survivors of domestic violence and their children in Washington, DC. As the District is a city made up of people from many life experiences, and a city whose population historically has been a majority Black people, DCCADV has a commitment to ensure that our organization operates with values centered in Diversity, Equity, Inclusion, and Belonging.

Position Summary

To ensure that the Coalition can efficiently and effectively support survivors of domestic violence and the organizations that support them, under the direction of the Director of Grants and Programs, the Training and Outreach Coordinator drafts curricula, facilitates domestic violence trainings, and provides technical assistance on subjects and issues intersecting with domestic violence to member programs, ally/community-based organizations, universities, government agencies, and other local stakeholders. Additionally, the Coordinator serves as the Coalition's representative at various outreach events, public gatherings, work groups, and community organization meetings and coordinates DCCADV's Language Access program. The ideal candidate for this position enjoys the small stuff, but wants to make a big difference for survivors in DC in partnership with the full DCCADV staff.

Roles and Responsibilities

Specific position responsibilities include but are not limited to:

- Coordinate, design curricula, facilitate, and evaluate trainings (virtual and in-person) for member programs, collaborating partners, government agencies, and businesses
- Maintain strong working relationships with DCCADV's member programs and ally organizations and represent DCCADV at community outreach and public education events (online and in-person)
- Coordinate and facilitate semi-annual DVACT (40-hour domestic violence advocate training)
- Facilitate trauma informed care (four three-hour trainings per month) and DV101 (two three-hour trainings per month) for homeless services organizations
- Coordinate and advertise quarterly Advanced Training workshops
- Participate in work groups focused on intersecting issues and underserved populations
- Coordinate language access requests, working with Coalition staff and community providers to obtain interpretation for Coalition meetings, trainings, and outreach events
- Engage DC public, private, and charter elementary, middle, and high schools to provide technical assistance and training on healthy relationships and violence prevention education opportunities
- Coordinate national awareness month activities, including domestic violence awareness

month, stalking awareness month, and teen dating violence awareness month

- In partnership with other team members, oversee our annual holiday gift drive
- Other duties or tasks as assigned by Director

Related skills and experience

- Demonstrated knowledge of the dynamics of domestic violence (also referred to as intimate partner, gender-based, family violence and/or domestic terrorism), its prevalence, and community impact
- Demonstrated agreement and comfort with addressing the Coalition's collective work through a racial and social justice lens—DCCADV recognizes that in order to truly address and ultimately prevent domestic violence it is critical to address systemic and racial inequities
- Commitment to the eradication of gender-based violence
- Commitment to accessibility, trauma informed care, and language justice
- Previous experience working for a DC-based domestic violence service provider preferred and at least 3 to 5 years of in person and virtual training experience, including drafting curricula and facilitation, preferably related to gender-based violence
- Excellent communication, writing, and public speaking skills
- Strong critical thinking and analytical skills
- Proficient use of Windows operating system and programs
- Ability to work autonomously and as a team member
- Ability to attend to multiple projects and tasks, with strong attention to detail
- Candidate must be organized and able to handle multiple projects and deadlines

Additional Information

- The person filling this role must be willing to work a hybrid schedule, currently four days remote and Thursdays in the office, and be able to travel in and around DC, Maryland, and Northern Virginia for work purposes
- DCCADV employees are subject to Mayoral orders regarding vaccinations and masking requirements and will be expected to follow any subsequent mandates, as well as DCCADV policies
- Occasional evening and weekend hours will be required
- Salary range for this position is \$50,000 to \$65,000 annually, commensurate with experience

Benefits Package Includes

- Health Insurance – The Coalition contributes towards employee health insurance plans with an increase contribution if a child is added to the policy. The coverage selected—from 16 available health insurance plans—determines the employee cost of the premium.
- Life insurance – A life insurance policy is paid by the Coalition on behalf of each employee.
- Long- and Short-Term Disability Insurance – The plan will replace up to 60% of an employee's weekly gross salary.
- Retirement – The Coalition offers a 403(b) plan and employees may immediately make 100% vested pre-tax contributions to the plan. After six months, employees are eligible for a 1%

discretionary employer match and up to an additional 3% employer match of employee's salary.

- Annual Time Off
 - 16 paid holidays, including winter break the last week of the calendar year
 - Vacation Time – 80 hours from hire to 35 months of service, 120 hours from 36 months to 71 months of service, 160 hours from 72 months to 107 months of service, 200 hours for 108+ months of service
 - Sick Time – 88 hours for all full-time employees
 - Paid Family Leave – Available following 12 contiguous months of service
- Optional Plans Available at Employee Expense
 - Dental and Vision Insurance
 - Flexible Spending Account
 - Aflac Supplemental Insurance
 - MetLife Voluntary Benefits
 - Supplemental Accidental Death and Dismemberment Insurance
 - Supplemental Term Life Insurance
 - Pre-tax Commuter Benefits

Application Process

To apply, please send your resume and cover letter to lodongo@dccadv.org with Training and Outreach Coordinator in the Subject Line

- Resumes will be accepted through January 05, 2024 with an anticipated start date of January 13, 2024
- Candidates who might be a good fit for the role will be contacted to schedule a one-hour first round interview with the Hiring Supervisor via Zoom
- A selected pool of candidates will be contacted for a 2nd round panel interview, to be held in person, with additional DCCADV staff persons
- Finalists will submit a list of references to be contacted before an offer is made