



Domestic Violence and Sexual Abuse Services

## JOB ANNOUNCEMENT

**Position Title:** Training Manager  
**Reports To:** Education Director  
**Status:** Full time (35 hours/week)  
**Salary Range:** \$23 - \$27 per hour depending on experience

### Benefits Package Includes:

- Generous financial contribution towards our cafeteria health benefits program (includes medical, dental and/or dependant care expense reimbursements.)
- Two weeks of vacation the first year increasing thereafter; the administrative office is closed and staff receive holiday pay for 11 federal holidays, the day after Thanksgiving, and the week between Christmas and New Year's Day equaling 16-18 paid holidays depending on the calendar.
- Retirement contribution after 3 years of employment

**To Apply:** Please review qualifications. Submit two separate documents (in MS Word or PDF format only): 1. cover letter and 2. resume as two separate attachments in an email to [jobs@actompkins.org](mailto:jobs@actompkins.org)

Our progressive social service agency seeks a Training Manager who will ensure the provision of high quality training for agency staff and volunteers who work to increase safety and support for survivors of sexual and domestic violence as well as provide training on agency topics for professionals in Tompkins County.

The Training Manager is responsible for developing a training schedule and tools that enable sustainable, ongoing training of new staff and volunteers, as well as professional development opportunities. Activities may include creating instructor manuals for supervisors, training websites, self paced learning modules, video library, resource lists, etc. The Training Manager will deliver and/or oversee the delivery of core content relating to domestic violence, sexual assault, and child sexual abuse for staff and volunteers as needed to fulfill state requirements and agency goals and standards. The Training Manager will monitor the quality and consistency of agency training materials and monitor the quality and consistency of content within agency materials including presentations, events, website, social media, mailings, printed and digital materials, etc. They will support Education Department staff with development of new programs; periodically review existing lesson plans, materials and program evaluations; observe presentations and provide constructive input. Additionally, our Training Manager co-facilitates agency psychoeducational support groups.

The Advocacy Center of Tompkins County [www.actompkins.org](http://www.actompkins.org), located in Ithaca, NY, honors its origins in the 1970s and continues to be guided by the principles of intersectional feminism, anti-racism/oppressive practices, and victim rights. We are dedicated professionals with a strong work ethic, and we value a healthy work/life balance and promote flexibility in work schedules when possible. We combine seriousness of purpose and commitment to our agency

mission with a sense of humor and kindness toward one another. We provide staff training and are committed to strong supervisory support and professional development opportunities.

### **Our Ideal Candidate**

- Is genuinely invested in the wellbeing of others and is committed to working with diverse community members to create a safer, more supportive county
- Believes in the Advocacy Center's mission and agency values
- Is self-motivated, works well independently, and asks for guidance and help
- Offers and appreciates constructive feedback
- Values collaboration, and fosters long-term partnerships with people that have different perspectives, backgrounds and experiences
- Will prioritize projects that are survivor-centered, strength based, trauma-informed, audience relevant, anti-racist and anti-oppressive
- Approaches work with humility, empathy, humor, and resilience
- Is able to function harmoniously in a shared office
- Will strive to calmly navigate conflicts and problems as they arise
- Will use their unique perspective, talents and insights to inspire us to accomplish things we have not yet imagined

### **Qualifications**

- Demonstrated excellence teaching adult learners, preferably at least five years of experience teaching adult education programs
- Demonstrated skill providing domestic and sexual violence advocacy services, preferably at least two years or equivalent experience
- Excellent communication, public speaking, and education skills
- Excellent administrative skills such as planning, organization, project management
- Experience assessing learners' knowledge and skills, providing effective feedback and ongoing mentoring
- Nuanced understanding of domestic violence, sexual assault, and child sexual abuse
- Experience guiding complex and/or challenging discussions
- Associate's or Bachelor's Degree and/or any combination of education, experience, and measurable past performance that demonstrates the capability to perform the duties of this position.

### **Requirements**

- Work a variable schedule to accommodate frequent evening and weekend programs/events.
- Work primarily in-person; partial remote hours negotiable.
- Reliable transportation, valid driver's license, and able to routinely travel to and navigate locations throughout Tompkins County.
- Communicate clearly in-person, by telephone and through video apps (Zoom, GoogleMeet, WebEx) and spend significant periods of time interacting with others in meetings, presenting programs, tabling, etc.
- Use a laptop or similar device for extended periods of time for administrative tasks, program/materials development, video/hybrid meetings, presentations, etc.
- Build competency with Google Workspace, Zoom, MailChimp, Canva, and similar tools; and learn to do basic IT setup for in-person, virtual, and hybrid presentations.
- Able to transport equipment and materials needed for presentations and events, lifting up to 25 pounds.
- Must pass State Child Abuse/Neglect screening & Criminal Background Check.

The physical requirements described here are representative of those needed to perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if no undue hardship is posed to the agency.

*The Advocacy Center of Tompkins County is an equal opportunity employer (EOE) and is committed to providing a workplace free from harassment and discrimination.*