



JOB DESCRIPTION – TRAINING COORDINATOR

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence. Visit www.apnaghar.org and follow us on social media for more information.

POSITION SUMMARY:

Apna Ghar is seeking an experienced training coordinator. This position will focus specifically on providing specialized trainings to increase knowledge about cultural diversity and oppression, in the context of working with survivors from immigrant backgrounds who have experienced gender violence. The primary role of the training coordinator will include providing trainings to professionals in the legal, law enforcement, social service, and health care fields to increase their knowledge and understanding about working with culturally diverse populations and Apna Ghar's culturally specific programming on gender violence. The training coordinator will also be responsible for creating new and pertinent knowledge products on this work. Results for this position will be measured against quantity, quality and effectiveness of training delivery. This position reports to the Programs Manager.

RESPONSIBILITIES INCLUDE:

- Build upon existing partnerships and trainings currently provided by Apna Ghar for medical professionals, legal and law enforcement, as well as social service and other mainstream domestic violence agencies.
- Develop a thorough resource list and strategy for trainings for legal, law enforcement, health care providers, and other victim serving organizations in the greater Chicagoland area.
- Discuss and understand the unique challenges and barriers faced by immigrant and refugee survivors in conversation with these agencies and integrate information to update existing as well as new training modules.
- Develop, coordinate and deliver trainings on cultural competency, language appropriateness and working with marginalized populations to incorporate the various intersections facing survivors from various immigrant, refugee and other marginalized communities.
- Continuously review existing training materials and presentations and update them, create new material, as needed.
- Work closely with Manager - Outreach and Training and Programs Manager to streamline and strengthen Apna Ghar's training portfolio.
- Expand Apna Ghar's ability to provide trainings to organizations around our satellite offices in Skokie and southside.
- Evaluate all trainings and collate important learnings generated from each training.
- Maintain file-keeping, data entry, analysis, and reporting along with other administrative tasks.
- Prepare weekly internal reports, and contribute to any other reporting processes, as needed.
- Ensure all protocols and performance standards are actively integrated into training implementation.
- Foster and sustain a collaborative environment to ensure client, program and agency success.
- Other responsibilities as assigned.



PREFERRED QUALIFICATIONS:

- Bachelor's degree in social sciences, social work, psychology or related fields; or an equivalent mix of experience and education is preferred
- At least 5-7 years of experience in training and education in the human rights sector
- Strong skills in curriculum and module development, training delivery and evaluation
- Experience working with diverse populations in culturally competent settings
- 40-Hour Domestic Violence certification and foundational understanding of gender violence, gender issues, and cultural competency is preferred
- Strong experience in report writing for donors is preferred
- Excellent interpersonal and intercultural communication skills; excellent oral communication skills and ability to participate in public events and group settings;
- Excellent organizational, analytical and problem-solving skills
- Excellent collaboration, teamwork and teambuilding skills
- Fluency in a second language preferred

APPLICATION PROCESS:

Submit resume and cover letter to info@apnaghar.org with "Training Coordinator" in subject line. No phone calls, please.