



## Professional Opportunity TRAINING PROGRAM MANAGER

### DESCRIPTION

The [Children's Advocacy Center of Suffolk County](#) (CAC) unites public, private and community partners to promote safety, healing and justice for children exposed to violence and their families. The CAC works closely with an array of agencies to coordinate high quality investigations and assessments of abuse concerns; provide support and expert services to children and families; provide specialized training for diverse professionals; and to prevent child abuse in our community.

The CAC is committed to providing education and training to both our professional partners and members of our community. The **Training Program Manager** will lead the design and delivery of Suffolk CAC's outreach and training efforts. An ideal candidate will have a strong background in curriculum development and facilitating; expertise and passion for crafting and delivering training; experience in online, hybrid, and in-person modalities; and share the CAC's passion for and commitment to child safety and wellbeing.

### RESPONSIBILITIES

- Identify outreach & training needs in Suffolk County as they relate to preventing, recognizing, reporting, investigating and treating child abuse;
- Collaborate with the Community Outreach Coordinator to develop and implement an annual outreach & training plan. (Plan to include community outreach, professional training and CAC in-service needs);
- Maintain a database of all outreach & training leads and inquiries and follow up, as needed;
- Identify and foster interagency training and strategic training partnership opportunities;
- Develop and actively promote a catalog of all CAC training offerings;
- Ensure robust marketing and registration for trainings;
- Leverage technology to expand CAC capacity to deliver online and hybrid trainings;
- Oversee and support the Community Outreach Coordinator in the development of high-quality training curricula and materials, including presentations, resource materials and evaluations;
- Support Community Outreach Coordinator in design and delivery of regularly scheduled orientation sessions for MDT partners including law enforcement, criminal justice, child welfare, mental health, medical, mental health and others new to the county's multi-disciplinary response to child abuse;
- Collaborate with Community Outreach Coordinator to ensure seamless training logistics, including meeting space, room set up, equipment needs, catering, etc.;
- Lead monitoring, reporting and evaluation of the outcomes and impact of CAC training programs;
- Deliver training, as appropriate, and represent the Suffolk CAC at community outreach and awareness events;
- Determine Suffolk CAC staff professional development needs and track staff professional development;

- Coach and mentor CAC staff to develop public speaking and presentation skills;
- Coordinate orientation for interns and new hires on an as-needed basis;

#### **Additional Duties:**

- Must be available for evening and weekend presentations, as requested.
- Additional duties, as required.

#### **Qualifications:**

- Bachelor's degree required; Master's degree preferred with 3+ years of related experience;
- Familiarity with the dynamics and impacts of child abuse and interpersonal violence;
- Experience in curriculum and content development for diverse audiences;
- Demonstrated excellent interpersonal and organizational skills, attention to detail, ability to communicate professionally, and very strong written and oral communication skills;
- Public speaking and/or training experience (preferably in the context of adult education/training);
- Intermediate proficiency in MS Word, Excel, PowerPoint and Outlook. Graphic design skills a plus;
- Ability to organize multiple tasks simultaneously and work effectively in a team environment;
- Passion for building an empowered community where all children have equitable access to safety, healing, and justice;

#### **Desired Qualifications:**

- Fluency in Spanish, Haitian Creole, Chinese, Portuguese, or Cape Verdean Creole;
- Familiarity with Suffolk County social service, medical, mental health, and civil legal systems.

*The Children's Advocacy Center of Suffolk County strives to build an organization and a community where people can bring their whole selves to work and are inspired to do their best work every day. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. We believe that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

#### **TO APPLY**

#### **Interested Applicants Who Possess the Minimum Requirements Should Submit:**

1) a letter of interest, resume and salary requirements by email at [info@suffolkcac.org](mailto:info@suffolkcac.org). Please include subject line: Training Program Manager

Applications will be reviewed beginning August 10, 2021 and will be accepted on a rolling basis until the position is filled.

NO PHONE CALLS PLEASE

[www.suffolkcac.org](http://www.suffolkcac.org)