



Attorney General's Sexual Assault Task Force

Training Coordinator

The Attorney General's Sexual Assault Task Force of Oregon is seeking qualified candidates for the position of Training Coordinator. The Task Force is a unique, non-governmental, non-profit organization created in collaboration with former Attorney General Hardy Myers to facilitate and support a collaborative, victim-centered approach to the prevention of and response to adolescent and adult sexual violence. The Task Force provides training and technical assistance, and develops resources on behalf of professionals who respond to sexual assault. The Task Force prioritizes the selection of high quality professional staff with expertise in sexual assault and/or violence against women to accomplish its mission.

Core Responsibilities

Position Summary: The Training Coordinator works with the Sexual Assault Training Institute (SATI), the training arm of the Sexual Assault Task Force. SATI contracts with expert training faculty to develop and deliver professional discipline-specific and multidisciplinary sexual assault training in Oregon and nationwide. The Training Coordinator also provides technical assistance and support to multi-disciplinary professionals across Oregon to facilitate the development and sustainability of Sexual Assault Response Teams (SARTs). This position requires occasional statewide and national travel.

Position Activities

- Collaborate with appropriate Task Force committees and training faculty to outline and design training programs, develop content and produce curricula for discipline-specific and multidisciplinary sexual assault training.
- Initiate and coordinate instructor recruitment and selection process, and supervise training faculty in the delivery of trainings.
- Conduct appropriate training sessions and presentations.
- Coordinate all aspects of training logistics, including facility contracts, catering menus, lodging, and materials development, in order to deliver high quality, well-organized, and professional trainings.
- Create training and conference announcements and registration materials; track registration details.
- Compile pre- and post-test evaluation data, and prepare reports as requested. Develop resources for and provide technical assistance to law enforcement, prosecutors, advocates, medical professionals and allied professionals specific to sexual assault response.
- Promote the development and implementation of SARTs and support the efforts of campus and county SARTs through training and resource development.
- Provide administrative support for the Oregon Sexual Assault Nurse Examiner (SANE) Certification Commission.
- Maintain SANE certification application data and maintain SANE and certified SANE databases.
- Attend SATF sponsored events, assisting with registration and other event logistics.

Task Force Agency Activities

- Provide administrative and technical support to Task Force Committees.
- Promote the Oregon Sexual Assault Task Force and the Sexual Assault Training Institute, deliver presentations, serve on applicable committees/councils as a Task Force staff representative, and identify statewide and national opportunities for collaboration and networking.
- Answer phones and general information email queries.
- Participate in agency-wide work and activities and support other staff in their work when necessary.

Qualifications

Education and Experience

- Minimum of a Bachelor's degree in a complementary specialization.
- Four years demonstrated professional experience in the sexual assault or violence against women profession including direct services or program coordination.
- Two years demonstrated professional experience with development, maintenance, or participation in sexual assault coordinated community response teams (SARTs).
- Demonstrated experience conducting trainings and presentations to multidisciplinary audiences.
- Comprehensive understanding of oppression as the root cause of gender-based violence.
- Experience working with and providing training to diverse communities.

Professional Attributes

- Exceptional oral and written communication skills with an ability to tailor a message for the audience.
- Ability to work collaboratively with diverse groups, and develop and maintain relationships with individuals and agencies.
- Ability to serve in a leadership role by motivating, inspiring and facilitating broader agency efforts.
- Ability to work effectively in a political environment statewide and nationally.

Position Information

Salary: Commensurate with experience/skills
Benefits: Health/dental/vision insurance; vacation/sick/holidays; IRA match; family friendly policies.
Supervision: Executive Director
Location: Salem, OR
Closing Date: January 21, 2011, or until filled with qualified candidate.
Start Date: ASAP

Application

Please submit a cover letter, resume or CV, and response to the essay question below.

Essay Question (please limit your answer to 500 words):

1. What is victim blaming within the context of sexual assault and how would you address it within a professional setting?

~ Incomplete applications will not be considered ~

Return applications to:

Christine Herrman, Executive Director
Attorney General's Sexual Assault Task Force
859 Liberty St. NE
Salem OR 97301
christineherrman@oregonsatf.org

Applications submitted by email will receive an email receipt confirmation. If you do not receive a receipt confirmation within one week of submitting your application, please contact the Task Force by phone to inquire.