



180 North Michigan Ave.
Suite 600
Chicago, IL 60601

312-443-9603 tel
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ourresilience.org

JOB DESCRIPTION

Position Title: Director of Education & Training
Employment Classification: Full-time / Exempt
Reports to: Director of Programs & Public Policy
Salary Range: \$64,000 to \$68,000

GENERAL ROLE DESCRIPTION

The Director of Education & Training is responsible for overseeing the implementation of public education, professional training, and sexual assault prevention education programs. The Director of Education & Training supervises program staff, interns, and volunteers. The Director is responsible for managing the overall quality of the Education & Training program and its day to day operations, and for the development and quality of agency public speaking and training curriculums. The Director of Education & Training is a member of the agency's Leadership Team.

RESPONSIBILITIES

- Provide public/prevention education to audiences from area schools, community organizations, social service agencies, etc.
- Provide professional training workshops for social service organizations, Resilience agency volunteers, teachers, health care workers, criminal justice personnel, etc.
- Supervise Education & Training (E&T) staff, volunteers, and the E&T Internship Program. Schedule regular program staff and team supervision meetings, and conduct program staff /volunteer orientation and training.
- Oversee all aspects of the Education & Training program to ensure that training and public/prevention education engagements are performed in a professional and effective manner.
- Work in partnership with the Director of Development, Director of Programs & Public Policy, Training and Outreach Coordinator, and Marketing & Communications Manager on effective public awareness campaigns and the development and implementation of outreach efforts to offer Resilience professional trainings and prevention programming to outside organizations.
- Develop and update participant evaluation tools to determine the quality of Education & Training programming and regularly evaluate feedback from audience participants.
- Participate in the design, presentation, curriculum development and coordination of Resilience sponsored trainings including but not limited to agency volunteer training and professional training opportunities offered by agency Training Institute.
- Ensure agency sponsored training curriculum follows an anti-oppression and intersectional framework consistent with agency mission and guiding principles.
- Design and present specialized volunteer opportunities and training curricula for Education & Training Program volunteers.



- In conjunction with the Director of Advocacy Services and Advocacy Volunteer Coordinator, ensure continuing education opportunities are provided to agency volunteers in accordance with ICASA service standards.
- Work with the Director of Programs & Public Policy to annually plan the institutional advocacy, public education outreach and public policy initiatives to early childhood, primary, secondary and post-secondary education communities, higher education institutions and social service providers.
- Work with Education & Training Program and Director of Programs & Public Policy in developing collaborative relationships with community-based agencies and groups.
- Work with the Director of Programs & Public Policy on program service MOU and contract provision.
- Conduct regular performance reviews of Education & Training Program staff, promoting their professional development and monitoring fulfillment of their individual responsibilities.
- Coordinate with the Director of Advocacy Services and the Director of Trauma Therapy on effective interface between services in each program.
- Compile and evaluate Education & Training program statistics and prepare reports and program summaries as required.
- Compile, report, and analyze monthly and quarterly service hours through the InfoNet data system to ensure progress towards goals as well as timely and accurate data entry.
- Annually evaluate overall Education & Training Program effectiveness in conjunction with the program staff, Director of Programs & Public Policy and Executive Director.
- Work with the Director of Development and Director of Programs & Public Policy in preparation of education and training portions of grant applications.
- Participate in timely grant reporting and development of proposals with Director of Development and Director of Programs & Public Policy.
- Coordinate education and training staff participation on local and statewide education-based committees.
- Maintain a working knowledge of significant developments and trends in the field of sexual assault and social justice issues in order to enhance Education & Training Program effectiveness.
- Inform and comply with the annual Education & Training Program budget and fiscal guidelines of Resilience
- Co-chair the internal Sexual Assault Awareness Month committee, ensuring successful programming and adherence to budget.
- Attend all agency staff and supervision meetings, and participate in staff development activities.
- Perform other duties as assigned.

REQUIREMENTS

- Bachelor's degree in Gender and Women's Studies, Teaching, Higher Education, Educational Policy and/or Leadership, or related field required; Master's degree preferred.



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

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- Minimum of three to five years of supervisory and staff supervision experience preferred.
- Previous experience in the field of sexual violence/gender-based violence, domestic violence, education or social justice issues is required
- Strong interpersonal skills
- Ability to function well within a team environment, which includes cross-department collaboration
- Excellent verbal and written communication skills
- Strong public speaking skills with a variety of audiences
- Independent, results-focused, highly organized self-starter
- Exceptional organizational and record-keeping skills
- Positive attitude and pro-active approach to problem solving
- Ability to give and receive honest, constructive feedback
- Strong analysis of social justice framework including racial equity, reproductive justice, disability inclusion, economic justice and LGBTQ+ issues is required
- Previous experience working on women's and/or human rights issues, and working with diverse populations including LGBTQ and BIPOC communities strongly preferred.
- Flexibility to work occasional evening and weekend hours required
- Completion of a minimum of 40-hours of sexual assault training within 90 days of hire is required; previous completion of the training is very strongly preferred requirements