



RESILIENCE
EMPOWERING
SURVIVORS
ENDING SEXUAL
VIOLENCE

180 North Michigan Ave.
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Chicago, IL 60601

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ourresilience.org

Position Title: Training & Outreach Supervisor (full-time, exempt)

Reports to: Director of Education and Training

Pay Range: \$56,000 - \$60,000, commensurate with experience

Benefits: HMO, Dental, Vision, and Life Insurance fully covered by the employer. Holiday, Vacation, and Sick time

Location: Hybrid in-person/work-from-home

ORGANIZATIONAL BACKGROUND

Resilience is an independent, not-for-profit organization dedicated to the healing and empowerment of sexual assault survivors through non-judgmental crisis intervention counseling, individual and group trauma therapy, and medical and legal advocacy in the greater Chicago metropolitan area. Resilience provides public education and institutional advocacy in order to improve the treatment of sexual assault survivors and to effect positive change in policies and public attitudes toward sexual assault. Established in 1974, Resilience now serves over 2000 survivors of sexual violence and their loved ones annually through our main office in downtown Chicago and our community-based offices in Austin and Ravenswood, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Training and Outreach Supervisor at Resilience oversees the Resilience Training Institute (RTI) and is the primary supervisor for the Education and Training (E&T) Intern Program. The RTI is committed to designing and delivering training and professional development opportunities that further Resilience's mission by empowering audiences with knowledge on trauma-informed care, survivor-led options, crisis intervention and sexual violence prevention. The Training and Outreach Supervisor is directly supervised by the Director of Education & Training and serves as a lead thought partner to the director in creating and implementing innovative strategies for increased community awareness of the RTI amongst professionals, supporting growth, expanding internal training capacity, and fostering community partnerships to expand our speaker base, participant reach, and visibility. The Training and Outreach Supervisor is also responsible for the stewardship of the E&T Internship Program, which primarily supports youth prevention education in schools. This includes the recruitment, professional development, scheduling, and ongoing supervision as well as evaluation of interns. The Training and Outreach Manager manages annual training calendars, community resource events, and outreach activities.

CORE RESPONSIBILITIES

Resilience Training Institute (60%)

- Serve as the initial point of contact for professional training and outreach events with primary responsibility for responding to inquiries regarding professional education, awareness promotion opportunities and delegating to appropriate programs
- Maintain the RTI speaker's database and manage the internal and external coordination of presenters.
- Maintain working knowledge of Resilience professional training offerings across programs to coordinate professional training both on and off-site as needed
- Maintain appropriate pricing structure, budgetary records, and market value analysis on fee-for-service training
- In collaboration with the program leadership team, create and oversee annual RTI/Volunteer Training Calendar, which includes scheduling of Resilience crisis intervention 40-hour training, confidential advisor 40-hour training, specialized training offerings, higher education training offerings, Resilience Board Abbreviated 40-hour, and agency annual intern orientation

- Collaborate with the Director of Education and Training as well as the Leadership Team to contribute to new employee orientation and onboarding
- Oversee the creation of RTI training content, training agendas, and Resilience branded training and informational materials
- Grow and maintain brand standardization across trainings
- Provide technical assistance with training creation and facilitation across Resilience staff
- Ensure training standards regarding physical environment and social-emotional considerations are accounted for
- Oversee participant engagement by providing support during RTI trainings, tracking attendance, creating, administering, and analyzing training evaluations
- Facilitate RTI-related training as needed, including filling in during 40-hour training sessions
- Supervise maintenance of training certification including managing and issuing professional Continuing Education (CE) Credits and Resilience CE sponsor licensures for nurses and social workers
- Collaborate with Advancement, Chief Operating Officer (COO) and the Director of Education & Training to design and implement short and long-term marketing strategies designed to increase Resilience visibility, promote training offerings, and expand collaborators and audiences
- Create marketing materials including flyers, registration pages, and marketing emails as well as continuously review the Resilience website and social media to ensure information is accessible and up to date
- Collaborate with the Director of Finance, COO and Director of Education & Training to set a yearly RTI budget, track income and projections, and create training calendars and both short and long-term strategic plans based on these projections

Intern Program Management (20%)

- Design the lifecycle scope and sequence of a professional intern program with pathways for graduate and undergraduate students, including but not limited to the recruitment and selection of interns as well as all relevant marketing materials; the onboarding of an intern/intern cohort; intern supervision, scheduling and performance evaluation; and intern professional development and skill-building pathways
- Conduct as needed support and observation of interns in schools as necessary
- Identify funding sources for intern stipends/support and work with the Director of Education and Training and Advancement to pursue funding opportunities

School Support & General Operations (20%)

- Assist with developing and implementing K12 school-facing curriculum, including the Resilience multi-session curriculum and Imagination Theater partnership
- Serve as an in-school back –up educator as necessary
- Collaborate with program leadership and HR on internal continuing education needs and opportunities for staff and support calendarization of the Resilience train the trainer onboarding, ongoing staff education on addressing vicarious trauma, and other identified areas of interest by staff
- Coordinate awareness promotion activities, including support to SAAM chairs, community resource and career fairs, and promoting Resilience volunteer, internship, and staff position opportunities
- Coordinate organizing and community mobilization activities that support Resilience public policy initiatives and community activism events as they occur
- Participate in meetings/trainings for local and statewide sexual assault coalitions, institutional partners and other agencies as assigned

- Participate on internal and external committees or activism that address issues of sexual violence prevention, trauma-informed care, racial equity, reproductive justice, disability justice, economic justice or LGBTQ+ issues
- Maintain accurate and complete records of all services delivered including evaluation of public-prevention education/professional training programming with adherence to agency and departmental documentation submission requirements
- Complete monthly reports and documentation, including assisting the Director of Education & Training with statistical reporting

Perform other duties as assigned to further the reputation and financial stability of Resilience.

POSITION REQUIREMENTS

- Bachelor's degree in Gender and Women's Studies, Teaching, Higher Education, Educational Policy and/or Leadership, Social Work, Public Health, or related field required
- Master's degree in Teaching, Education, or Learning sciences strongly preferred
- Previous experience in sexual violence/gender-based violence prevention, consent/relationship education, or public health issues required
- Experience in coordinating, managing, marketing, and promoting events or training 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 organization and record-keeping skills
- Positive attitude and proactive approach to problem solving
- Strong analysis of equity and social justice frameworks 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

ORGANIZATIONAL REQUIREMENTS

- Exceptional executive functioning skills and emotional intelligence
- Adaptability, conscientiousness, and reliability
- Excellent verbal and written communication skills
- Ability to give and receive honest and constructive feedback
- Ability to take initiative and work independently, as well as in a team environment that includes cross-department coordination
- Passion for Resilience's mission required; understanding of and/or experience working with sexual assault, women's issues, and human rights issues preferred

HYBRID WORK ENVIRONMENT

To help promote work-life balance, Resilience provides a hybrid workplace that allows employees to work remotely or from the office, based on the needs of the organization and their personal preferences.

BACKGROUND CHECK REQUIREMENTS

Because of the nature of our funding, all staff, interns, and volunteers are required to clear a criminal background check, free of convictions related to 1) any sex offense, and 2) any offense in which the victim is, by statute, a youth, including but not limited to, child abuse and child endangerment.

Additional background checks vary by position and are required for work with Chicago Public Schools, Cook County Health, and Hospitals System. Those who do not pass these requirements are not eligible for employment.

ENVIRONMENTAL/ PHYSICAL

- If you are offered employment with Resilience, please take one of the following steps to meet the necessary requirements.
 - Prior to or on your first date of employment, you will be required to provide proof of your COVID- 19 vaccination to Human Resources Department.
 - You will receive direction on how and when to provide proof of your COVID-19 vaccination. Acceptable proof of vaccination includes:
 - CDC COVID-19 vaccination record card
 - Documentation of vaccination from a health care provider or electronic record
 - A copy of medical records documenting the vaccination
 - A copy of immunization records from a public health
 - Possible exposure to vicarious trauma
- Potential for exposure to environmental and/or psychological hazards on or offsite at select partner locations.
- Physical requirements may include (extended or periodic) walking, bending, reaching, sitting, and lifting.

Persons of color and LGBTQ+ persons are encouraged to apply. Resilience is an equal opportunity employer and does not discriminate on the basis of race, age, sex, gender identity, gender expression, national origin, sexual orientation, or disability in its procedures and policies.

To Apply: Please send your cover letter and resume to:

Michael Roy, Director of Education and Training at jobs@ourresilience.org
Include Training & Outreach Supervisor and your last name in the subject line.

Please note that applications without cover letters will not be considered.

No phone calls, please