



House of Ruth Maryland

Training Institute Project Coordinator

Reports To:	Director of Training & Education
FLSA Status:	Non-Exempt
Job Classification:	Full-Time
Job Status:	Non-Essential

Position Summary: The Project Coordinator oversees the administration of specific and changing projects that are responsive to advocacy, agency, and community training needs. The Coordinator works with colleagues and community partners to complete project tasks by organizing in person and online meetings, implementing program requirements, providing training support and technical assistance, creating marketing strategies and materials, conducting field research, and serving as the central point of contact for assigned products. The Coordinator is also responsible for supervising any volunteers or interns they recruit for their projects. The Coordinator also presents live and online trainings and national webinars to help individuals, professionals, community members, and other stakeholders understand the dynamics of intimate partner violence, services offered by the House of Ruth Maryland, ongoing agency initiatives, healthy and unhealthy intimate relationships, and other topics related to confronting the attitudes, behaviors and systems that perpetuate intimate partner violence.

Primary Responsibilities:

- Act as the primary point of contact in the daily coordination of projects
- Communicate a schedule of activities and due dates for reports, meetings, financial receipts, trainings, and other details with internal and external project partners
- Compile, review and edit drafts of progress reports and then submit project progress reports
- Develop and facilitate workshops as part of the agency's quarterly new employee orientation
- Cover a bi-weekly shift on the agency's 24-hour hotline
- Assist in curricula development and delivery
- Produce and offer online learning initiatives
- Collect and analyze data to identify audience needs prior to planning, implementing, monitoring, and evaluating curricula and presentations
- Educate community members and other professionals about the dynamics of intimate partner violence, agency initiatives, and services offered by House of Ruth Maryland
- Organize and participate in several multi-day trainings for external partners
- Assist in the development and delivery of outreach materials
- Maintain an accurate record keeping system including records of services provided to the community, including the timely entering of information into the agency database
- Develop and maintain cooperative working relationships with community agencies and organizations



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- Conduct field research about best practices in the field, in adult learning and engagement strategies
- Develop on-going and final summary reports for grant funded projects and agency initiatives
- Assist in administrative tasks of program
- Supervision of student interns and volunteers
- Develop and submit local and national workshop proposals on a rolling basis
- On a rotating schedule with other staff, represents the agency at local community partner meetings
- Assists with agency events and activities, works independently and with teams on special projects at the request of supervisor
- Performs other duties and work-related errands as assigned by supervisor

Authority:

- Create partnerships and collaborations with community service providers
- Set work hours within an approved framework
- Distribution of funds approved by the Director of Training & Education
- Supervise volunteers & interns
- Assist in the evaluation of non-Training Institute trainers

Measures of Success and/or Accountability:

- Meets established quality and timeliness benchmarks for project implementation
- With program staff meets “dashboard” numbers training fees and participants
- Workshop and training evaluations
- ETO information in computer within 5 business days
- Participates in supervision with Supervisor
- Participates in program staff meetings
- Participate in professional development activities
- Evaluation by supervisor

Experience/Requirements:

- Bachelor’s Degree and two years of collaborative project management experience
- Experience working with individuals with diverse backgrounds
- Experience with creative approaches to educational work, i.e. using art, music, and/or drama
- Advocacy and anti-oppression work experience or highly sensitive to and informed about the concepts
- Ability to work both independently and as part of a team
- Excellent writing skills



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- Creative, flexible and highly independent
- Presentation content development and public speaking experience
- Dependable in time management
- Able to travel between multiple locations
- Demonstrates competence with computer systems including MS Word, Excel, PowerPoint, e-mail and an agency-wide database
- Some evening and weekend hours along with travel are required for this position
- Ability to understand intimate partner violence and how it affects the client population
- Ability to work with clients in crisis, ascertain the appropriate information and direct their requests as necessary
- Ability to develop and maintain good relationships with individuals of diverse backgrounds including clients, House of Ruth Maryland staff, and members of the community
- Dedication to the mission of the House of Ruth Maryland
- Ability to pass a criminal background check
- Must be able to lift 20 pounds to transport training supplies and materials

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.