



Cure Violence Global Position Description

Position Title: National Training & Technical Assistance Specialist
Classification: Full-Time
Location: U.S.A
Reports To: Project Director

Organization Overview

Cure Violence Global (CVG) is a nonprofit organization whose mission is to reduce violence globally using evidence-based public health and disease control methods. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence public health approach to violence reduction to jurisdictions and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms. The CVG model, therefore, focuses on 1) detection/interruption, 2) behavior change and treatment, and 3) shifting community norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a community violence intervention (CVI) program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than 50 communities in the U.S. and several other countries.

CVG is an equal-opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

Position Summary

The National Training & Technical Assistance (TTA) Specialist is a subject matter expert on community violence interventions to support community-based organizations (CBOs) in reducing violence. This position builds CBOs' capacity to implement CVI strategies, collaborate with community partners and stakeholders, access and use data, and identify funding sources to sustain programs over time.

Essential Functions

- Facilitate developing and hosting solicitation webinars for organizations applying for TTA.
- Assist in the selection of CBOs for the delivery of TTA services based on established criteria.
- Assist in conducting needs assessments to identify gaps in CBOs' capacity to implement CVI approaches.
 - Provide ongoing support through regular conference calls with representatives from the CBOs, document engagements, and file engagement reports.
- Conduct and record regular meetings with CBOs to identify program needs and provide technical assistance.
- Assist in preparing capacity development plans for CBOs based on current capacity, resources, and community conditions.
- Conduct meetings for multiple CBOs to address common issues faced by CVI programs.
- common issue areas
- Deliver TTA to:
 - Enhance CBOs' capacity to implement and lead community violence intervention strategies.
 - Build capacity to seek and manage funding to sustain efforts long-term successfully.
 - Increase the collaboration between multidisciplinary stakeholders and the capacity of CBOs to access and use data to assess the drivers of violence in the community and identify evidence-informed CVI strategies appropriate to address the violence.
- Assist CBOs in providing opportunities for community violence survivors to be gainfully employed in CVI programs and to enhance career paths for CVI workers.
- Assist in developing the evidence base of lessons learned and best practices for CVI programs and sharing this information with CBOs.
- Assist in developing online resources for CBOs, stakeholders, and others involved in reducing community violence.
- Ensure the responsible and effective administration of subawards, including by providing timelines, milestones, and regular reports on TTA services and CBO development.
- Assess training effectiveness to ensure incorporation of taught skills and techniques into trainees' behavior.
- Support developing and facilitating new and supplemental training as assigned.
- With support from the supervisor, facilitate peer-to-peer learning forums or communities of practice across sites regionally.
- Be available to provide immediate crisis response assistance as needed.
- Stay abreast of trends in the field to best support sites through TA provision.
- Attend staff meetings, training team meetings, and ad hoc meetings as needed.
- Perform other related duties as assigned by supervisor.
- **Please note:** Traveling nationally is an essential function of this position. The employee must be willing to travel.

Qualifications and Skills

- **Mandatory Qualification:** The person holding this position must have served as Program Manager, Supervisor, or Hospital-based Violence Prevention Program administrator at a Cure Violence Global Replication Site. This is critical for their ability to perform the duties associated with this position.
- Notable experience as a trainer, coach, or training facilitator.
- Must possess at least five years of experience implementing direct violence prevention

- programming (CVG or comparable).
- Must possess basic computer skills, including email and Microsoft Office (or equivalent) and remote meeting platforms (Teams, Zoom, etc.).
- Strong verbal and written communication and interpersonal skills required.
- Must be able to work with a broad diversity of professionals.
- Must be responsible, reliable, professional, and punctual.
- Must be willing to complete a hiring panel process.
- High school diploma/GED.
- Excellent oral and written communication skills.
- Have at least one year of time home since last incarceration.
- Commitment to always maintain professional boundaries with all partners.
- Ability to multitask, prioritize, and communicate effectively and efficiently.
- Flexibility and adaptability to short-notice travel requests due to the nature of national engagement.

Disclaimer

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The applicant will have to participate in a yearly performance review process.

Please submit a cover letter and resume to:

Hollie Ellis

Manager of Human Resources

Cure Violence Global

E-mail: hellis@cvg.org