



HAWAI'I STATE COALITION AGAINST DOMESTIC VIOLENCE

Training and Technical Assistance Coordinator

Position Title: Training and Technical Assistance Coordinator

Reports To: Program Director

Location: Hawai'i-based position – possibility for remote or hybrid within Hawai'i

Status: Full-time, Exempt

Pay: \$65,000

About HSCADV

The Hawai'i State Coalition Against Domestic Violence (HSCADV) is a private, nonprofit, state-wide domestic violence coalition founded in 1980. As a statewide coalition of domestic violence programs, our mission is to address the social, political, and economic impacts of domestic violence on individuals, families, and communities. HSCADV collaborates with federal, state, and local entities in anti-gender-based violence activities. HSCADV does not provide direct services.

Position Description

This is an opportunity for an experienced individual with a demonstrated commitment to survivors of domestic violence, who enjoys working in a small, and nimble team. HSCADV is based in Honolulu. This position allows for the possibility of working hybrid in-person at a co-working space in Kaka'ako.

All staff are expected to participate in domestic violence, multicultural, and anti-oppression activities and trainings and perform all work in a culturally responsive manner consistent with HSCADV's [mission, vision, and principles of unity](#).

Summary

The Training and Technical Assistance Coordinator will work with our Program Director to develop and implement our yearly schedule of training and educational activities, provide technical assistance to member programs and partners, and plan HSCADV's annual conference.

Responsibilities

- Develop various training curricula for specific audiences (online, in-person, conferences, etc.) including outcome evaluation, with HSCADV staff, membership, and diverse community partners.
- Provide technical assistance responses regarding domestic violence and related issues to member programs and partners.



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- Develop technical assistance publications for domestic violence service providers and partners.
- Provide logistical organization of virtual and live training from planning to evaluation.
- Assist in the planning of quarterly membership and shelter committee meetings, and the annual statewide domestic violence conference.
- Compile programmatic data related to grant deliverables and domestic violence services.
- Write and submit narrative reports to funders and ensure compliance with grant requirements including passthrough subgrants.
- Research and maintain a working knowledge of emerging issues and trends pertaining to domestic violence and related issues such as child welfare, technology abuse, and housing.
- Stay current with all state and federal regulations as it pertains to domestic violence (especially FVPSA/HUD/VAWA) and communicate this information to domestic violence agencies.
- Collaborate with the membership Policy Committee to inform any statewide advocacy efforts.
- Represent HSCADV at community meetings and outreach events as requested by the Executive Director or Program Director.
- Represent HSCADV on local and/or statewide committees, commissions, or task forces, as assigned or appropriate.
- Participate in HSCADV staff meetings, in-service trainings, and retreats, and perform other duties as requested by the Executive Director or Program Director.

Qualifications

- Minimum four (4) years in the field of domestic violence, sexual assault, or related fields.
- Thorough understanding of the dynamics of domestic violence and general service provision for families experiencing domestic violence.
- Demonstrated experience training or instructing on specific projects or processes.
- Understanding of the dynamics of trauma and ability to conduct work with a trauma-informed approach.
- Understanding of Hawai'i systems, structures, and community.
- Open to constructive feedback and able to quickly incorporate guidance.
- Maintain a high level of professional and ethical conduct towards, employees, partners, and communities.
- Ability to work collaboratively with a team, and work independently.
- Committed to a culture of learning.



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- Excellent oral and written communication skills, including the ability to speak in public forums and conduct training in-person and via video conference, and the ability to transmit complex ideas to diverse audiences.
- Must possess strong organizational, planning, and follow-through skills.
- Advanced knowledge of Windows operating systems and Microsoft Office programs, (Excel, Word, Publisher, Outlook, and PowerPoint), Canva and social media platforms.
- Ability and willingness to travel and work flexible hours (both evenings and weekends) as needed.
- Demonstrated ability to understand/learn and engage with complex systems.
- Commitment to contribute toward a positive work culture.
- Ability to relate to people at all levels of an organization and model behavior consistent with the vision, mission, and values of HSCADV.
- Ability to demonstrate an anti-oppression and anti-racism analysis and to apply that analysis in relationship development, written work, and communication.
- Ability to develop and maintain cooperative relations with a diversity of individuals, organizations, and government agencies. Desire to work with people from a variety of backgrounds and experiences.

This position involves travel on O'ahu and the neighbor islands with the occasional overnight stay, as well as out-of-state travel for conferences when possible.

Physical Requirements:

Occasionally move boxes and/or audio/visual equipment weighing up to 30 pounds for various training and event needs.

Certificates, Licenses, Registrations:

Valid driver's license and self-insured vehicle.

Compensation and Benefits:

The salary for this full-time position is \$65,000. This position is exempt from the wage and overtime provisions of the federal Fair Labor Standards Act.

Benefits at HSCADV include:

- The possibility of a hybrid or remote working environment
- Laptop
- Paid holidays (up to 18 days), paid vacation (21 days), paid sick days (21 days)
- Participation in 403(b) retirement plan with employer match
- Paid Family and Medical Leave after 12 months of service
- Medical and dental insurance (100% of premium covered for employee)



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- Flexible spending account for medical and dependent care expenses
- Cell phone stipend
- Internet stipend for neighbor island remote staff
- Opportunities to attend conferences and other professional development

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Hiring Process:

This position is open until filled; **priority will be given to those who apply by January 22, 8am HST**. Please submit a resume, writing sample (max. 2 pages), cover letter, and two references via [Coalition Manager](#). References will only be contacted in the final round. Candidates invited back for a second-round interview will be asked to facilitate a brief training on domestic violence.

Submissions without a cover letter will not be considered. No calls, please.

HSCADV is an equal opportunity employer; people of color, Native people, people from other historically marginalized communities, and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.