



180 North Michigan Ave.
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Chicago, IL 60601

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ourresilience.org

Position Title: Director of Education & Training (full-time, exempt)

Reports to: Chief Operating Officer

Pay Range: \$70,000 - \$75,000, commensurate with experience

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

Location: Hybrid in-person based at the Central Office/work from home

ORGANIZATIONAL BACKGROUND

Resilience is an independent, nonprofit organization dedicated to the healing and empowerment of sexual assault survivors through nonjudgmental 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 serves over 2,000 survivors of sexual violence and their loved ones annually. Resilience has a main office in downtown Chicago, a community-based office in Austin, and several co-locations within partner organizations across the city.

GENERAL ROLE DESCRIPTION

The Director of Education & Training (E&T) is responsible for overseeing the implementation and provision of sexual violence prevention and activism directed toward social change and primary prevention of sexual violence. Strategies include sexual violence public awareness, youth-focused prevention education, and professional training services for adults. This position also plans and executes community mobilization and social justice activism campaigns, including overseeing the OurMusicMyBody (OMMB) campaign with the support of the Prevention Educator/OMMB Campaign Coordinator.

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 supervision to E&T program staff.
- Provide oversight of program volunteers and internship opportunities, training and supervision.
- Schedule regular program staff and team supervision meetings, and conduct program staff/volunteer orientation and training.
- Provide public/prevention education to local primary, middle, and high schools (public and private), youth-serving agencies, and junior and four-year colleges/universities
- Provide public/prevention education to priority communities including, but not limited to faith-based, senior, youth, BIPOC, and LGBTQ populations
- Conduct institutional advocacy/outreach to Chicago's primary, middle, and high schools (public and private), youth-serving agencies and other priority groups
- Conduct professional trainings for a variety of professional audiences, including but not limited to educators and social service agencies

- Perform ongoing outreach and networking to foster collaboration and maintain awareness of Resilience in collaboration with the Resilience Trauma Therapy and Advocacy staff
- Work in partnership with the Director of Advancement, Chief Operating Officer, Training & Outreach Manager, 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 E&T 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 the Resilience Training Institute (RTI)
- Work with staff facilitators to 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 E&T program volunteers
- In conjunction with the Director of Advocacy Services and Advocacy Volunteer Supervisor, ensure continuing education opportunities are provided to agency volunteers in accordance with Illinois Coalition Against Sexual Assault service standards
- Work with the Chief Operating Officer to annually plan the institutional advocacy, public education, activism, and public policy initiatives to early childhood, primary, secondary, and post-secondary education communities, higher education institutions, and social service providers
- Work with E&T Program, staff and Chief Operating Officer in developing collaborative relationships with community-based agencies and groups
- Work with the Chief Operating Officer on program service Memorandum of Understanding and contract provision
- Conduct regular performance reviews of E&T 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 E&T 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 E&T Program effectiveness in conjunction with the program staff, Chief Operating Officer, and Executive Director
- Work with the Director of Advancement and Chief Operating Officer in preparation of education and training portions of grant applications
- Participate in timely grant reporting and development of proposals with Director of Advancement and Chief Operating Officer
- Coordinate E&T 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 E&T Program effectiveness
- Inform and comply with the annual E&T 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/supervision meetings, attend in-services, and participate in staff development activities
- Participate in meetings/trainings for local and statewide sexual assault coalitions, institutional partners, and other agencies, as assigned
- Perform other duties as assigned to further the reputation and financial stability of Resilience.

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, 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
- Flexibility to work occasional evening and weekend hours required
- Completion of minimum 40-hours of sexual assault training within 90 days of hire is required

POSITION REQUIREMENTS

- Minimum of 5-7 years of supervisory experience required
- Strong analysis of social justice framework including racial equity, reproductive justice, disability inclusion, economic justice, and LGBTQ+ issues is required
- Previous work experience with the provision of sexual violence prevention education, professional training, or work with youth/adolescents is required
- Previous experience working with communities in Chicago required
- 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
- Previous work within diverse communities with regards to, but not limited to: race, ethnicity, gender identity, sexual orientation, socioeconomic position, immigration, and ability preferred
- Previous work engaging men and male-identified people in gender-based violence work preferred
- Community activism experience preferred
- Previous completion of the 40-hours of sexual assault training is very strongly preferred
- Ability to objectively advocate for the needs/rights of others
- Ability to manage multiple tasks and meet deadlines with exceptional organizational and record-keeping skills
- Positive attitude and proactive approach to problem solving
- Regular access to independent transportation, valid driver's license, and proof of insurance for effective service delivery

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, and for work with survivors who are incarcerated. 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:

Jessica Hamer, Director of Human Resources

jobs@ourresilience.org

Include Director of Education & Training and your last name in the subject line.

Please note that applications without cover letters will not be considered. No phone calls, please.