

**INSTITUTE FOR NONVIOLENCE CHICAGO**

**POSITION TITLE:** Training Specialist

**REPORTS TO:** Vice President of Operations

The Institute for Nonviolence Chicago's mission is to end the cycle of violence using Dr. Martin Luther King, Jr.'s principles and teachings of nonviolence. Informed by a philosophy of nonviolence, Nonviolence Chicago will establish caring and sustained relationships with participants engaged in the cycle of violence. We will emphasize partnerships with community members, leaders, social service providers, and local law enforcement to reduce community levels of violence. We will help create a safer, healthier environment for young adults, youth, and their families. These general approaches will be specifically addressed using major methods: Community Violence Intervention (CVI) / Street Outreach, Individualized Service Provision, Victim Support Services, and Nonviolence Training.

**POSITION OVERVIEW:** The Training Specialist is responsible for conducting training sessions for program participants, internal staff persons and external partners, including - but not limited to - Kingian Nonviolence training. This position will promote nonviolence within the greater community through outreach to residents, partner organizations, institutions and others to build the knowledge and practice of nonviolence across the community. Additionally, the Training Specialist will be trained as a cognitive behavioral intervention (CBI) facilitator and ensure training-related grant requirements are met by assisting with and/or conducting a wide range of additional trainings/curricula or professional development opportunities. This position will support the needs of the training department as a whole and may be asked to represent the organization at external events.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:**

- Deliver Kingian Nonviolence training to internal staff persons and external partners (youth, adults, seniors, incarcerated youth and adults, law enforcement, school personnel, etc.)
- Ensure training-related grant requirements are met by assisting with and/or conducting additional trainings or professional development opportunities (such as Stop the Bleed training)
- In partnership with supervisor, create a training schedule, document trainings/events in internal database and track internal staff training completion
- Complete the INVC-provided training required to be a cognitive behavioral intervention (CBI) facilitator and utilize CBI-based approaches when conducting trainings
- Maintain accurate records, such as taking attendance at every training, updating attendance spreadsheet and keeping a complete list of which trainings INVC staff have completed and when
- Develop and provide training participants a feedback questionnaire, and utilize that feedback in future trainings to continuously improve on instruction
- Identify training and professional development needs within INVC through community interaction and regular consultation with staff
- Produce materials necessary to conduct trainings and regularly revisit those materials to consider opportunities for improvement

- Collaborate with INVC leadership to solve specific training needs as they arise
- Have a basic understanding of a variety of learning techniques and pilot where relevant, being involved in the creation and/or delivery of new and innovative training strategies
- Play a key role in the annual Martin Luther King Day event and service day
- Speak on behalf of the organization at external events, as requested
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's degree in related field **OR** currently enrolled in college courses with a timeline for completion within two years
- Demonstrated ability to facilitate groups as well as lead and organize presentations
- A minimum of five (5) years of experience working with formerly incarcerated and/or street-involved individuals
- Strong understanding of and commitment to the principles of nonviolence
- Working knowledge of principles of trauma recovery and trauma-informed care
- Familiarity with Chicago neighborhoods and the fundamental drivers of violence
- Ability to take initiative, work as a self-starter and lead by example
- Basic computer skills, including ability to complete required research, data entry tasks, communicate via email, and complete basic word processing tasks, as needed
- Ability to communicate effectively both verbally and in written form with a diverse population
- Ability to meet prescribed deadlines, collaborate as part of a team and respond well to supervisor direction and follow up
- Excellent verbal communication skills, and ability to communicate effectively in writing
- No pending criminal cases or prior convictions for sexual assault, child abuse or domestic violence
- Valid Illinois driver's license, insurance, and good driving record

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications. Competitive benefits package available, including Health, Life, and 401K. Employment with INVC requires proof of vaccination or an approved medical exemption.

**To apply, please send a cover letter along with your resume to [hire@nonviolencechicago.org](mailto:hire@nonviolencechicago.org).**

**Institute for Nonviolence Chicago -- EEO Statement**

Institute for Nonviolence Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Institute for Nonviolence Chicago complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.