

**Job Opening – Program and Training Specialist (St. Paul or Duluth\*)**

**Organization Summary:** Praxis International is a nonprofit training and technical assistance organization that works to eliminate violence in the lives of women and children through local, statewide and national institutional reform initiatives that bridge the gaps between what people need and what institutions provide. Praxis serves as a national technical assistance provider for the U.S. Department of Justice Office on Violence Against Women and our methods of institutional analysis and community assessment have been used by communities across the country to examine and improve responses to domestic violence and sexual assault in the criminal and civil legal systems, advocacy programs, supervised visitation centers, and child protection. Read more at [www.praxisinternational.org](http://www.praxisinternational.org).

**Primary Duties:** The **Program and Training Specialist** will work closely with the Managing Director and Program Managers to develop programming, training content and materials and resources; to provide technical assistance and deliver training at in-person events and via webinar/audio-conference sessions, and develop resources for grantees of the Office on Violence Against Women and other communities across the country that are working to improve institutional responses to crimes of violence against women.

**Ideal Candidates:** We are looking for a critical thinker with substantial experience working to end violence against women *or related social injustices*; demonstrated training skills and experience, and strong writing ability. We can teach you the job, but the ideal candidate will be someone who is committed to ending all forms of oppression, particularly violence against women and their children, who recognizes the complexity of intersecting social justice issues, and who thrives in an organizational culture of shared leadership, compassion and respect, teaching and learning, curiosity, critical thinking, innovation, and celebration. *\*We prefer to have this person work in the St. Paul or Duluth office, but a remote position will be considered for a candidate who's the right fit.* Some out-of-state travel is required.

**Essential Job Functions:**

- Provide individual technical assistance by phone and email, develop and conduct training on coordinating and assessing and changing institutional responses to violence against women
- Develop programming on institutional and cultural change to end violence against women, particularly as it related to disproportionate outcomes for

marginalized communities, e.g. work with agencies, multi-agency groups, and communities to implement intervention strategies and practices to deter/prevent violence against women.

- Develop and write webinar and in-person event publicity, training agendas, presentation materials, handouts and evaluations.
- Develop and write training materials and resources e.g., tool kits, best practice assessment tools, guides, training materials and handouts, and video/audio materials.
- Build and maintain strong relationships with a national faculty and consultant pool and work with the pool on delivery of technical assistance and training.
- Research and collect articles and resources on institutional reform and ending violence against women.
- Participate as team member in project planning, development and implementation related to key programs
  - Praxis Institutional Analysis methodology,
  - Rural Advocacy and Coordinated Community Response, and
  - Blueprint for Safety adaptation and implementation process.
- Maintain records and produce funder reports.
- Support writing of grant proposals and budget development.

**Qualifications:**

- Substantial experience working to end violence against women *or related social injustices*; training experience, and strong written and verbal communication skills.
- Computer proficiency in MS Word, Outlook, and PowerPoint. Additional computer proficiency in Publisher, Excel or other is a plus.
- Ability to work independently and with teams to produce quality work
- Demonstrated interest and commitment to the principles embodied in the Praxis mission statement.

**Compensation:**

This is a full-time, salaried position. Salary will be set dependent on qualifications, with generous benefits (holiday/vacation/sick leave, health/dental/disability insurance, and retirement contributions).

**To Apply:**

- Submit cover letter, resume, and 3 business references, as PDF attachments to [sue@praxisinternational.org](mailto:sue@praxisinternational.org).
- Applicant reviews begin immediately and continue until the position is filled. No phone calls, please.