

Training and Event Coordinator

Job Title: Training and Event Coordinator

Reports to: Director of Communications and Training

Exemption Status: Non-Exempt

About MOVA

MOVA is an independent state agency governed by the Victim and Witness Assistance Board. MOVA strives to advance victim rights by ensuring all victims and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

Job Overview

MOVA is seeking a creative individual with exceptional attention to detail and organizational skills to join our Communications and Training team. The Training and Event Coordinator serves as the logistical lead for the planning and implementation of community education opportunities for Massachusetts victim services providers, survivors, and allied professionals. This position assists in planning and delivering all MOVA training and event initiatives across teams. In collaboration with the Director of Communications and Training and the Digital Media Coordinator, the Training and Event Coordinator must be an effective communicator to promote streamlined information and the recognition of MOVA as a statewide training and communication resource.

Responsibilities

- Inform and propose quarterly training calendars that are accessible and inclusive of survivor voices and the needs of the victim services community
- Lead logistics management for annual victim rights events, the Massachusetts Office for Victim Assistance Training Academy, the Garden of Peace Honor Program, and other MOVA statewide events and ensure consistency in the agency's branding and outreach
- Prepare talking points, agendas, and printed materials for the VWAB members, Executive Director, and external presenters for events as needed
- Serve as the communications liaison for vendors, presenters, trainers, and attendees to ensure consistent communication and expectations for events
- Assist in the implementation and lead the logistics of the SAFEPLAN certification, SAFEPLAN continuing education, New Advocate Training, and other agency policy, procedure, and technical assistance trainings
- Facilitate responses in conjunction with other MOVA staff when training requests are received from the field, allied professionals, and the larger community
- Prepare, compile, and analyze program evaluations to implement feedback in future trainings and events
- Support agency wide communication efforts in collaboration with the Digital Media Coordinator to ensure streamlined and strategic communications across a variety of digital platforms

- Develop and maintain relationships with external partners, including victims and survivors, to build a reliable community of trainers, presenters, and speakers for trainings and events

Knowledge, Skills, and Qualifications

- Minimum of two years relevant professional work experience in a project management, training development, or event planning role; a degree may substitute for up to one year of professional work experience
- Knowledge of direct services programming and victim services (e.g. social services, sexual and domestic violence services, etc.)
- Excellent written and oral communication skills including the ability to speak in public
- Exceptional interpersonal and collaborative skills and the ability to work effectively with a wide range of individuals
- Proven ability to work under pressure
- Superior multi-tasking abilities, organizational skills, and a detail-oriented mindset
- Ability to establish and meet deadlines and effectively problem solve
- Ability to work effectively in a collaborative team environment
- Proficient in Microsoft applications, including Word, Excel, and PowerPoint, and video communication platforms such as Zoom Meeting, Zoom Webinar, and Microsoft Teams
- Commitment to furthering the agency's overall mission
- Valid driver's license. Travel throughout Massachusetts required.

Additional Information

- Submit a cover letter, resume, and any accommodation requests to MOVAHR@mass.gov.
- MOVA is an equal opportunity employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions.
- Non-managerial, non-exempt position
- Salary range of \$55,000 - \$60,000 annually
- Position is primarily work from home with anticipated regular travel throughout MA, including to MOVA office locations in Boston and Northampton