

Training and Event Coordinator

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 External Engagement 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 External Engagement, the Training and Event Coordinator promotes streamlined information and the recognition of MOVA as a statewide training resource.

This position requires an individual with a passion for relationship building and training and event coordination centered in MOVA's mission and values. The ideal candidate will be an effective communicator who applies a thoughtful execution of deliverables. The candidate will understand how to manage their time and workload while maintaining quality across organizational initiatives. This position requires routine travel across the state with primary work from home.

Responsibilities

- Lead logistics management for annual victim rights events, the Massachusetts Office for Victim Assistance Training Academy, the Garden of Peace Honor Program, SAFEPLAN trainings, New Advocate Trainings, and other MOVA-led statewide events and ensure consistency in the agency's branding and outreach
- Engage in training initiatives to build a deeper understanding of content, presenters, and the needs of attendees
- Propose quarterly awareness trainings that are accessible and inclusive of survivor voices and the emerging needs of the victim services community
- Execute an annual training calendar inclusive of all MOVA-led trainings and events
- Support the development of 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
- Prepare materials and coordinate opportunities for vendors, presenters, trainers, and attendees, including MOVA staff, to support execution of trainings and events
- At the direction of the Director of External Engagement, attend community events to represent MOVA and share relevant educational materials
- Compile and track training requests from the field, allied professionals, and the larger community and propose responses to the Director of External Engagement
- Prepare, compile, and analyze program evaluations and report findings to support enhancements to future trainings and events

- Develop and maintain relationships with external partners, including victims and survivors, to build a reliable community of trainers, presenters, and speakers for training and events
- Support administrative tasks and attend events for stakeholder engagement at the request of the Director of External Engagement

Qualifications

- Minimum of two years relevant professional work experience in a project management, training and 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 and meet deliverables
- Ability to adapt planning approach to meet organizational and external partnership needs
- Superior multi-tasking abilities, organizational skills, and a detail-oriented mindset
- Ability to establish and meet deadlines and effectively problem solve to achieve job goals and outcomes
- Ability to work effectively in a collaborative team environment to progress key deliverables
- Ability to interact and collaborate successfully with many different personality types and to effectively develop and maintain strong working relationships across all levels within the agency and outside the agency
- 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 and priorities
- Valid driver's license. Travel throughout Massachusetts required.

Additional Information

- Submit 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 of \$60,000 annually
- This position is hybrid and requires working in a MOVA office (Boston or Northampton) two days a week for an initial training period of at least three months. Upon successful completion of the training period, this position is required to work two days per month in a MOVA office as well as frequent travel across the state to trainings and events including to MOVA office locations in Boston and Northampton and occasional overnight travel.