



P.O. Box 1653, Huntington, WV 25717 • 1002 Third Avenue Huntington, WV 25701  
**phone:** (304) 523-9587 **fax:** (304) 523-9595

### **JOB OPENING – Prevent Child Abuse West Virginia Training Coordinator**

Prevent Child Abuse West Virginia (PCA-WV), a program of TEAM for West Virginia Children, is seeking an experienced individual for the new part-time position of Training Coordinator. The person will be a member of a 4-person team that carries out the work of PCA-WV, which includes supporting community-based programs and best practices, educating and engaging the public, and providing public policy information and research.

#### **JOB DUTIES:**

- Serve as primary coordinator of the various training initiatives of Prevent Child Abuse WV.
- Specific training initiatives include:
  - Connections Matter training
  - Stewards of Children training
  - Strengthening Families WV training
  - Mandated Reporter training
  - LEAN on Me West Virginia training (in development)
- Set up Train the Trainers as needed.
- Promote trainings.
- Communicate regularly with trainers and provide support.
- Provide technical assistance to trainers as needed.
- Assist PCAWV Community Partnerships Coordinator with coordination of annual statewide meeting of the *Partners in Prevention* team leaders for networking and education.
- Serve as part of PCA-WV leadership team.

#### **JOB QUALIFICATIONS:**

- BA in human services/related field preferred, with focus on non-profits, child well-being, & prevention
- Experience with organizing and delivering training
- Experience organizing and delivering training virtually using Zoom or other online platforms
- Experience with statewide initiatives preferred
- Experience in planning, organizing, and facilitating large group meetings
- Knowledge of strategies that strengthen families and help children thrive preferred
- Excellent attention to detail
- Computer savvy including email and use of Microsoft Office Suite (MS Word, Excel, PowerPoint)

**SALARY RANGE:** \$27 per hour  
**SEND RESUME:** TEAM for WV Children  
P.O. Box 1653  
Huntington, WV 25717  
(304) 690-6499

**HOURS:** 20-24 hours per week

**DEADLINE:** February 1, 2022

**Email:** [team@teamwv.org](mailto:team@teamwv.org)

**FAX:** (304) 523-9595

*Equal Opportunity Employer*

#### **Our Initiatives:**

Mountain State Healthy Families • Western Regional CASA • Partners in Community Outreach  
Prevent Child Abuse West Virginia • West Virginia Infant/Toddler Mental Health Association

[www.teamwv.org](http://www.teamwv.org)