

Center for Domestic Peace
JOB DESCRIPTION

JOB TITLE: Learning Systems Manager
HOURS: Monday – Friday; some weekends and evenings
COMPENSATION: \$65,000 Annual
BENEFITS: Vacation, retirement, medical, vision and dental package
JOB STATUS: Exempt

* A training rate of \$2,500 to \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

CENTER FOR DOMESTIC PEACE is a nonprofit organization in Marin County, in existence now for 43 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and/or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and/or battering. C4DP’s programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelter; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification. For more information, visit our website at www.c4dp.org.

POSITION OVERVIEW

Combine your tech expertise with your social change fascination as our Learning Systems Manager (LSM) and help us end dating and domestic violence in Marin County. We are seeking a skilled and creative Learning Systems Manger to enhance and complete the design and implementation of our training programs for employees and collaborators. Bring your creativity, learning management expertise and excitement and create content for various types of interactive eLearning. The LSM will be responsible for written and video curriculum development, evaluation and follow-up. They will further develop and maintain C4DP’s learning management system and monitor participant’s progress in all areas of training, including New Staff and Manager Orientations; team skill enhancement; Domestic Violence Advocate and Batterer Intervention Program Certification; Marin Coordinated Community Response to Domestic Violence and Sexual Assault general sessions, subcommittee meetings, and related training programs; and C4DP community-based training programs for organizations and collaborators. This position is supervised by the Deputy Executive Director.

PRIMARY JOB RESPONSIBILITIES

1. Assist Deputy ED in researching, developing, planning, and implementing learning management systems that increase staff as well as collaborator skills for ending domestic violence in Marin County.
2. Create monthly, quarterly, annual training schedules based on organizational needs and deliverables.
3. Conduct learning assessments and identify training needs for online as well as in-person trainings.
4. Recruit, orient, onboard and evaluate guest trainers.
5. Develop curricula, training modules, and related materials, including train-the- trainer materials and diverse, interactive evaluation methodologies.
6. Oversee learning management system use, track success and progress, and modify as needed to increase impact.
7. Create digital marketing material in collaboration with C4DP’s Development and Community Relations Officer.
8. Prepare and deliver training courses as needed.
9. Assist with cultivation of new audiences, and assessment of their progress toward implementation of new policies and procedures related to the training.

10. Responsible for completion of pre-training logistics, negotiations and discussions, scheduling, registration, plus hiring and prepping trainers and speakers.
11. Inspire and deepen collaborative relationships through outreach, implementation, and all related communications.
12. Establish communication protocols with organizations and teams being trained.
13. Responsible for managing Deputy Executive Director's meetings, including agenda preparation, action item minutes and follow-through, preparation of materials, and related communications.
14. Responsible for Deputy Executive Director's email management, follow-up and communications on daily basis.
15. Manage advisory and subcommittee meetings, schedules and agendas, action item follow-up, notifications, and processes.
16. Research and bring forth best practices for marketing and outreach strategies for training recruitment and successful outcomes.
17. Track training data and prepare project reports as requested.
18. Oversee support provided by C4DP's Administrative Assistants.
19. Review and recommend training resource materials.
20. Participate in required meetings and trainings.
21. Assist Deputy Executive Director with other projects as requested.

REQUIREMENTS

1. BS or master's degree in education, eLearning, or other related area of study or 4 years' experience in related field/social justice work.
2. 2 years' experience and in-depth knowledge of learning management software administration and development.
3. 2 years' training/teaching experience.
4. 2 years' experience designing virtual synchronous and asynchronous learning content.
5. Proficiency with e-learning.
6. Proven curriculum writing experience.
7. Project management software experience (Asana preferred).
8. Proven experience designing and conducting diverse evaluation methods for measuring learning.
9. Intermediate to advanced graphic design and development of visual marketing materials.
10. Demonstrated ability to lead a full training cycle.
11. Excellent technology troubleshooting, communication, public speaking, collaboration, and decision-making skills.
12. Outstanding organization and managerial skills.
13. Great team leader.
14. Knowledge of standards, use of learning assessments or surveys and diverse practices related to dating and domestic violence.
15. Alignment with battered women's justice movement theory and practices.
16. Completion of 40-Hour Domestic Violence Advocate Training. Can be completed after hire.
17. Resourceful, flexible, able to manage multiple projects simultaneously and capable of taking the initiative when appropriate.
18. Proficient with Office 365 applications including MS Word, Excel, PowerPoint and Outlook. Exceptionally experienced with PowerPoint.
19. Must have a valid California driver's license and auto insurance with liability minimum of \$100K (per person)/\$300K (per occurrence) and have access to a car during working hours.
20. Background check required.
21. Able to lift 30 pounds.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

TO APPLY: No phone calls. Submit current resume with a cover letter detailing how your experience relates to the job requirements and job responsibilities to Kate Kain, Deputy Executive Director: kkain@c4dp.org