



### **New River Valley Regional Commission – Education & Training Coordinator**

Are you interested in an important role that will support the wellness of the region and work to address the opioid crisis? Do you have a passion for making connections, supporting innovation, and engagement across communities to help create a recovery ecosystem in our communities? The New River Valley Regional Commission, a planning agency located in beautiful southwest Virginia, is seeking a team-oriented and experienced Education & Training Coordinator for this work. The position will play an important role in helping schools, local governments, and service organizations proactively plan and execute programs and services that support trauma-informed training and education about opioid use abatement and prevention. Experience working with schools and organizations supporting youth and educators are highly desired. The Coordinator will provide facilitation of activities and oversight in this innovative team approach to supporting our communities and individuals impacted by opioid misuse. The position will commit to ensuring local community education and engagement as well as troubleshooting process to provide addiction prevention and stigma reduction education. Additionally, the Coordinator will promote specific and generalized educational campaigns to educate the community about OAA projects, trauma informed care, well-being and the realities and myths of addiction.

The successful candidate will enjoy working collaboratively with a multidisciplinary team that includes professionals in public health, social work, education, public relations, substance use treatment and prevention services, supportive housing, health care, local governments, and partner agencies. The Coordinator will join a team at the Regional Commission comprised of community and economic development planners, grant writers, finance professionals, graphic and landscape designers, and GIS specialists.

This new grant-supported position will contribute to various projects in an environment where continued professional growth is encouraged and expected. Experience in work in the region, public health, education, social work, or substance use disorder or treatment is desired. Minimum requirements are a bachelors degree with at least three years of relevant experience or a relevant masters degree with at least one year of experience. The salary range is \$55,000-75,000 (full-time) or \$30-40 per hour (part-time). The full-time position offers four days in-office per week and one remote work day per week. Excellent benefits package includes paid employee health options and participation in the Virginia Retirement System. The part-time option may offer more flexible remote work opportunities. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format. Position will remain open until filled. Materials should be emailed to Holly Lesko, Director Community Health, at [hlesko@nrvrc.org](mailto:hlesko@nrvrc.org) or by mail to the New River Valley Regional Commission, 6580 Valley Center

Drive, Suite 124, Radford, VA 24141. EOE. Full position advertisement and application for employment can be found at <https://nrvc.org/news/careers>.

## **JOB DESCRIPTION: Education & Training Coordinator**

### General Statement of Duties

The Education & Training Coordinator is expected to be skilled at coordinating and facilitating collaborative meetings, public speaking, professional and technical writing, budgetary oversight and tracking, and have excellent communication skills. This position will both lead and support projects in a fast-paced team environment.

### Workload Composition Goals for This Position

35% Facilitating and leading training with diverse community partners

35% Engagement/training with public school administrators, counselors and teachers

20% Regional project(s) support in community health areas

10% Continued personal and professional development

### Essential Functions

- Sustains and builds relationships with partners in education, not for profit, civic, government, and community groups;
- Lead research and development of a comprehensive, trauma-informed curriculum proposal designed for implementation across all grade levels in New River Valley (NRV) school districts with the goal to complete the proposal and pilot the curriculum in one selected locality during the first year.
- Support and promote training and development of educational materials about Adverse Childhood Events/Experiences (ACEs) and Mental Health First Aid training with partners;
- Supports the Resiliency Network in expanding Trauma Informed Care (TIC) training and understanding;
- Facilitates meetings with local and regional partners for specific jurisdiction(s);
- Coordinates with evaluator and data analyst to track and share training and education materials and activities for project -level performance;
- Facilitate and engage the Education and Training Technical Team;
- Research and develop strategies for providing accreditation for trauma informed community-based training modules;
- Tailor training series in trauma basics for community members, first responders, service providers, and local leadership to support SUD understanding and to reduce stigma;
- Attends on-site meetings and trainings to lead and support opioid abatement activities and partner engagement;
- Works in public school settings with faculty and students to deliver and support prevention and trauma-based training modules;
- Works closely with the NRV Recovery Ecosystem Leadership Team and technical teams, and local government leadership, among other collaborators to assess training and educational needs in each jurisdiction;
- Supports the Commission in regional projects as assigned;

- Attends evening meetings as necessary;
- Performs other duties as assigned.

#### Required Knowledge, Skills and Abilities

Experience in project management, public services, social work, public health, public education, planning, and/or public relations. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently and in a team environment. Strong project management ability demonstrated. Experience in grant administration and familiarity with state and federal funding sources is preferred.

#### Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

#### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a minimum of three years of relevant experience or a master's degree and a minimum of one year of experience.

#### Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.