

Training and Technical Assistance Advisor, RSP

The Iowa Coalition Against Sexual Assault (IowaCASA) is hiring a Training and Technical Assistance Advisor (TTA Advisor) for the National Sexual Assault Resource Sharing Project (RSP). This position will focus on providing high-quality, responsive, survivor-centered training technical assistance to the state and territorial sexual assault and dual coalitions that is reflective of the rapidly evolving needs and realities of survivors, advocates and coalitions. They will provide comprehensive technical assistance, capacity building support, training, resource development, and facilitate peer learning spaces. They will also coordinate their efforts across the technical assistance projects of RSP

About Iowa Coalition Against Sexual Assault and the Resource Sharing Project

The [Iowa Coalition Against Sexual Assault](#) (IowaCASA) is an inclusive, vibrant organization working collaboratively to unite people and organizations to promote a society free from sexual violence and to meet the diverse needs of survivors and communities. IowaCASA's devoted team members work to provide a bridge between victim advocates at sexual assault and dual programs, preventionists, statewide policymakers, and federal responses to sexual harassment, abuse, and assault.

The [Resource Sharing Project](#) (RSP) works collaboratively through national partnerships to provide guidance and comprehensive technical assistance (TA) to victim service programs, coalitions, and state/territory administering agencies on responding to sexual violence. RSP today is a partnership between the Iowa Coalition Against Sexual Assault and the North Carolina Coalition Against Sexual Assault. As the lead partner, IowaCASA runs the grant management logistics. Staff from both coalitions contribute to

planning and implementing RSP's work on TA to Coalitions and SASP. In addition to the partnership between IowaCASA and NCCASA, RSP also partners with other National TA providers such as NNEDV in hosting space for dual programs around ED learning and fiscal staff support. RSP works on other collaborations to enhance healing services for sexual assault survivors, such as [Elevate|Uplift](#). RSP works regularly with other national TA providers and allied organizations.

Our team of technical assistance providers and organizational leaders provide individual consultations, mentoring, training, presentations, peer-learning opportunities, and develop publications and resources. We believe that strong, responsive sexual assault services are built on the relationship between advocacy programs, coalitions, and state/territory administering agencies. We know that sexual violence is complex, with myriad effects on survivors, their loved ones, community institutions, and social systems. We support experts, advocacy programs, coalitions, and state/territory administering agencies to be creative and responsive in how they conceptualize and provide services and advocacy that work for all survivors of sexual violence.

Trainer and TA Advisor, RSP Job Description

Training and Technical Assistance

- Provide training and technical assistance to sexual assault coalitions and their staff, virtually and in person through site-visits.
- Provide technical assistance and training to audiences as determined by assigned TA award(s), using a survivor-centered and empowering approach, and in collaboration with OVW, RSP partners, and as identified by Coalition and SASP TA.
- Respond promptly to requests for TA via email, phone calls, and other methods.

- Provide proactive TA and suggest and support the development of products to support coalitions in providing support and TA to victim service providers.
- Plan and facilitate national webinars relevant to sexual violence services and sexual violence victim service organizations. Topics will cover needs identified in collaboration with OVW and based on needs identified by Coalitions.
- Plan, and support learning cohort technical assistance, facilitation and development, as needed.
- Apply and present at national-level meetings, symposiums, and events as relevant to sexual violence response and prevention, for the RSP and its partnerships, as needed.
- Write and support the development of training and technical assistance publications, as needed.
- Monitor the results of the TA provided such as additional follow-up needed, the TA resolved the issue and whether this could be used as a learning opportunity for tool or resource development, etc.

Coordination and Collaboration

- Coordinate and host technical assistance calls, webinars, learning cohorts, and other coalition TA activities with guest speakers, project partners, contractors and grant managers
- Create and publish event materials including announcements for Coalition TA activities; concise descriptions include beneficiaries; host and monitor event registration; disseminate, collect, and summarize participant evaluations for use in TA meetings to analyze trends, etc.
- Coordinate technology support, project partner document storage, deliverables, project reporting data, translation and interpretation support.

- Ensure a comprehensive TA tracker is completed with accurate data entry, details of follow-up requests, and after-action reports for all events, TA, and other activities as identified by TA team and Executive Director.
- Track project deliverables for Coalition TA and the partnership of other National projects to support Coalition TA

Research

- Create a tracking system to document coalition events
- Develop an internal news digest for RSP staff about big things happening in each state and territory relevant to sexual assault services.
- Highlight relevant policy and other environmental changes that might need a risk management plan.
- Create research summaries on best practices and current trends in service provision, confidentiality and privacy. management, adult learning principles, advocacy, trauma informed principles, non-profit management and gender-based violence work.
- Timely, accurately, and in-depth research into emerging topics raised in the provisioning of coalition TA to support rapid response to coalitions and or development of briefs/updates on trending topics.

External RSP Presence

- Contribute content for a quarterly newsletter for RSP audiences, or other partner and identified content.
- Support the management of all RSP listservs as requested.
- Ensure RSP website for all projects and resource links are functional and track feedback for how Coalitions would like our presence to increase.

- Support the publications coordinator to inventory and archive RSP publications that are 10 plus years old or have received feedback that are no longer relevant or contain information that must be update.
- Work to increase views and content on the YouTube channel.

Meeting and Event Facilitation

- Plan and facilitate topical calls relevant to sexual assault coalitions.
- Develop and support the logistics for learning cohorts and workgroup Coordinate and support RSP internal meeting facilitation and administrative tasks (note taking, document prepping, etc.).
- Coordinate and support RSP external meeting and conference administration and logistics, as needed.

Requirements

- At least 2-4 years' experience doing anti-sexual violence work.
- At least 1 years' experience providing technical assistance, preferred.
- Strong written and oral communication skills, including the ability to deliver technical assistance via phone, email, and video calls.
- Ability to adopt a capacity- and consensus-building working style, supporting members of a hybrid team.
- Ability to create multi-media, including print and virtual materials, webinars, podcasts, social media graphics, etc.
- In-depth experience with meeting planning and facilitation, including multi-year learning cohorts.
- Strong coordination and organizational skills, including the ability to coordinate and evaluate virtual and in person events.
- Ability to use and navigate Microsoft 365.
- The ideal candidate will be located in the Northeast, Alaska, Hawaii, or the US territories to facilitate stronger relationship building with programs in those areas.

Core Competencies

- Knowledge of sexual violence, trauma-informed care, and survivor centered approaches.
- Familiarity with federal and state policies, laws, and systems impacting survivors.
- Understanding of intersectionality, anti-oppression frameworks, and equity in service delivery.
- Ability to adapt content for diverse audiences (advocates, law enforcement, medical staff, minors, secondary survivors).
- Ability to assess needs and tailor support to improve survivor services and organizational practices.
- Proficiency in digital tools for project coordination and team development.

Employment Details

Status: Exempt, full time **Base Salary:** \$60,000 annually

Benefits:

- Health insurance including vision and dental insurance are offered under a group plan
- Life, short-term and long-term disability insurance are provided under a group plan
- Retirement plan is available with a 3% company match after 6 months of employment
- flexible hours, 12 paid holidays per year, 12 hours of sick leave earned per month, and vacation (starting at 14 hours earned per month, with increases for longevity)
- Voluntary benefits which include an EAP

Employment Requirements

This position is remote and will work with a team that is fully remote. This position requires national travel (approximately 5 days per month).

Remote employees must have a suitable environment for completing tasks; we require strong, stable internet connection and the technical skills to support remote work arrangements. IowaCASA will provide a computer, phone, and other necessary equipment.

Hiring for this position may be contingent on passing certain background checks if required by law. All hiring decisions will be made on a case-by-case basis in consideration of the nature and recency of any criminal convictions, as required by law.

Work that may be performed in an office environment, or for conference participation and TA visits, requires the ability to operate standard office equipment and keyboards. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

We are committed to building an inclusive organization that attracts and retains diverse team members, which means working with people from very different backgrounds and experiences to find the best candidate for the job ensuring our perspective on advocacy, technical assistance, and service delivery is robust. That candidate may come from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

How to Apply

Positions open until filled, with preference given to applications received by Sunday, May 9, 2025. Send letter of interest, resume, and list of three references to k.chamberlain@gtm.com. Please use "Training and Technical

NATIONAL SEXUAL ASSAULT COALITION

Resource Sharing Project



Assistance Advisor - RSP” in the subject line of your email. Incomplete application packages will not be considered.