# **ICCR TA PROGRAM MANAGER**

**Job Title:** Institute for Coordinated Community Response Technical Assistance (ICCR TA) Manager

**Programs**: Institute for Coordinated Community Response (ICCR) & National Training Center on Crimes Against Women (NTCCAW)

**Location**: Hybrid – Dallas Office (3 days a week)

**Hours**: Monday-Friday 9:00am-5:00pm

**Supervisor**: ICCR Director

The Conference on Crimes Against Women (CCAW) is a nonprofit organization whose mission is to provide a national platform to disseminate the highest level of training, information, and strategies to professionals who are responders and advocates to victims of the many and varied forms of crimes against women. The ICCR is a program of CCAW whose mission is to their collaborative, work alongside rural communities to improve systemic responses to domestic violence.

The ICCR TA Manager will be working within the gender-based violence field, social work, sociology, psychology. The ICCR TA Manager will work as a point of contact for various projects. Experience working in system’s change (assessing current practices & implementing model policies to address the issue). The position will work within and alongside the criminal justice system, working with a conference management system and/or project management software and assist with grant management.

* Execute all training logistics (monthly webinars, quarterly in-person, and yearly rural conference), including speaker follow-up and assistance, registration, marketing, travel and lodging accommodations, accreditation, evaluations, and tech support
* In conjunction with the director, prepare and facilitate monthly CCR meetings with cohorts
* Develop and lead bi-monthly Rural Advocate Calls
* Provide ongoing technical assistance to monthly cohorts as needed
* Manage events for cohorts at annual Conference on Crimes Against Women
* Update monthly reports (evaluation data, Resource Library usage, training attendance)
* Curate and audit Resource Library to ensure current resources are up-to-date and meeting ICCR participants’ needs
* Create and maintain rural services directory and trainer’s database
* Assist with recruitment and administrative onboarding tasks for yearly cohorts, including researching existing services/systems in incoming counties
* Assist with managing OVW grant reporting

**Skills / Requirements:**

* Experience in working with organizational systems to create change
* Bachelor’s Degree in criminal justice, social work, or related field
* High proficiency in the Microsoft Office Suite and virtual meeting/webinar execution
* Excellent verbal and written communication skills
* Strong analytical and problem-solving skills, including root cause analysis
* Ability to proactively identify and solve problems

**Qualified candidates can apply online by**[**clicking here**](https://jobapps.hrdirectapps.com/applicantform/D1812533710/0)**or submit cover letter and resume to****resume@genesisshelter.org.**