

Oklahoma District Attorneys Council

JOB DESCRIPTION

District Attorneys Council (DAC)

421 N.W. 13th Street, Ste. 290
Oklahoma City, OK 73103

POSITION:

Director of Training and Outreach
Exempt Position

SALARY RANGE:

\$60,000 - \$70,000

Commensurate with experience and qualifications

APPLICATION MATERIALS:

Please Include a Cover Letter and Current Resume

ABOUT DAC:

The District Attorneys Council (DAC) is the administrative state agency for Oklahoma's 27 District Attorneys. The agency provides required training for prosecutors, victim service providers, and others to augment the effectiveness of the criminal justice system.

FUNCTION:

This supervisory position is responsible for the assessment and identification of training and development needs to ensure the effective coordination of training and development programs for the District Attorneys Council (DAC), which includes prosecution training, victim services, domestic violence and sexual assault services. The Director of Training and Outreach oversees all activities of the department, including staff supervision, conference planning and implementation, and identification of staff developmental and training needs consistent with the core competencies and goals of the agency. This position includes serving as the project director for several federal training related grants, ensuring completion of all applications, progress reports, financial reports and other administrative functions to ensure proper expenditure of funds. This position is currently split funded through a combination of grant funding and state appropriations

SPECIFIC DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Oversees and facilitates all aspects of training planning. These duties include preparation, review, and recommendations for Requests for Proposals (RFPs) and Requests for Quotes (RFQs) for training venues throughout the year; site selection and negotiation; creation/design of event materials and signage; evaluation of Audio-Visual needs; and event registration, marketing, onsite staffing, and post-event reporting.

- Plans, and organizes, basic and advanced continuing education courses for prosecutors, support staff, victim witness coordinators and other non-legal staff within the District Attorney (DA) system, ensuring proper execution at all levels.
- Plans, and organizes, basic and advanced continuing education courses for prosecutors and allied professionals on domestic violence, sexual assault, and stalking issues, ensuring proper execution at all levels.
- Consults with allied professionals that work with victims of crime to determine training and technical assistance needs.
- Identifies, compiles, and maintains a database of the prosecutors in each district by assigned crime type to assess needed training and resources.
- Collaborates with the Executive Coordinator, DAC Board, and other division directors to assess training and development needs, as well as effectiveness of established programs.
- Designs engaging communications about training programs to encourage participation and to notify the system of available training.
- Cultivates relationships with venue sales teams, and corporate conference sponsors.
- Utilizes partnerships with various local, state, and national organizations to deliver training and educational opportunities.
- Ability to work on multiple training events and large-scale conferences simultaneously.
- Reviews venue invoices ensuring charges are correct, and within budget.
- Selects and corresponds with speakers to coordinate their travel, lodging and expenses.
- Works directly with registrants on problems and inquiries.
- Responsible for design and set up, updating, and tracking large training events in CVENT, the online event software database used by the DAC.
- Oversees the Training and Outreach Division webpages and other social media resources, to ensure the information is relevant and accurate.
- Maintains on-demand website, updating and refreshing videos quarterly, to include content creation.
- Monitors on-demand training continuing education and submits hours as needed.
- Stays current with the latest instructional technologies through workshops, reviewing of professional publications, and participation in professional industry associations.
- Maintains contact and ongoing professional relationships with the 27 District Attorneys to determine how the Training Division can assist each DA's office.
- Develops and conducts ongoing surveys to determine user satisfaction with the usefulness of the Training web pages and the training and technical assistance provided by DAC.
- Monitors federal grant sites for grant opportunities that align with the Training Division's mission.
- Writes grant and budget narratives and collects and compiles all ancillary documentation to complete grant applications.
- Identifies and coordinates the effective implementation of grant activities by deadlines.
- Compiles and prepares numerical data and narrative information for the bi-annual progress report to federal granting agencies.

QUALIFICATIONS:

- Bachelor's degree required. Public relations, marketing, business, communications, or hospitality management degree preferred.
- Five years supervisory experience required.

- A valid Oklahoma driver's license is required.
- Criminal background check required.
- Experience organizing and facilitating training activities in a corporate or government environment, including hands-on experience with project management and budgeting.
- In-depth understanding of traditional and modern training methods including workshops, simulations, e-learning and coaching.
- Must possess excellent communication, interpersonal, and leadership skills, including excellent research and writing skills.
- Must be organized and able to prioritize multiple projects at once.
- Self-motivated and able to lead stakeholders toward a common vision.
- Experience working in a multi-cultural environment and accustomed to collaborating with people from a variety of backgrounds.
- Proficiency with Microsoft Outlook, Word, and PowerPoint.
- Proficiency in Learning Management Systems (LMS)
- Experience with grant writing, preparing federal grant applications, and grant management experience preferred.
- Above average technical skills, including sound/audio production are strongly preferred.
- Knowledge of services currently available to crime victims is preferred.
- Knowledge of conducting webinars and designing and implementing online video training is a plus.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Strenuous activity such as lifting, pushing, and pulling of up to 50 lbs. is required in conjunction with this position.

This position requires overnight travel for training and conferences.

The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.