



**Job Announcement**  
**Keystone Crisis Intervention Team Training and Outreach Specialist (Full Time)**

**NOVA (Network of Victim Assistance)** is the comprehensive victim services organization in Bucks County. With a 50-year history, NOVA has expanded to include a continuum of prevention and direct services to prevent and address the needs of victims of sexual abuse and other serious crimes. NOVA is known for its exceptional services and professionalism across many disciplines and the community. As a mature and fiscally sound organization, establishing sustainability is critical to our future success, serving all victims who need services, educating the community on violence prevention, and providing top-ranked professional training.

The **Keystone Crisis Intervention Team Training and Outreach Specialist** will manage all aspects of KCIT training for KCIT volunteers and professional staff throughout Pennsylvania. The position will assist in increasing program visibility through outreach and social media. This role uses a trauma-informed, equity-based lens when assessing the impact of community crime through training and its overall interactions. This full-time, non-exempt, hybrid position reports to the KCIT Program Coordinator.

**Responsibilities:**

Training

- Develops, updates, and adapts KCIT's training curriculum to best serve communities affected by trauma
- Manages all parts of the KCIT Learning Management System
- Research and analyze trends and gaps for emerging training opportunities and development
- Source, create, and implement evaluation tools for training validation
- Coordinates all aspects of in-person/virtual training for KCIT volunteers and professionals in PA
- Create, track, and report on training results and needs
- Oversees, monitors, and evaluates a team of contracted KCIT trainers
- Provides trainer support and promotes competency through training, professional development, and trainers' meetings
- Conducts KCIT trainings for prospective volunteers and related conferences

Program Outreach

- In coordination with the Program Coordinator, creates and implements an outreach/marketing strategy per the strategic plan
- Manages and maintains KCIT's website and social media presence
- Provides outreach to communities on KCIT services and training opportunities
- Assists KCIT Program Coordinator in developing key partnerships with organizations
- Designs, updates, and maintains all promotional digital and printed materials
- Attends statewide meetings, state, and national conferences as assigned

#### Agency Administration

- Acts as a liaison for KCIT and Nova
- Adheres to all agency policies and procedures (e.g., confidentiality)
- Performs other duties as assigned

#### Staff Development

- Completes the Keystone Crisis Intervention Team's GCI Training within a year of hire
- Participates in development activities to more effectively contribute to service provision
- Stays abreast of trends in the field of crisis response, victimology, trauma, cultural responsiveness, and marketing

#### **Qualifications:**

- Commitment to NOVA's and KCIT's mission, vision, values, and anti-racism statements
- Bachelor's degree in relevant field and trauma certification a plus
- Experience with social media platforms
- Excellent written and oral communication skills. Public speaking and training experience a plus
- Excellent organizational skills and computer experience
- Program development and evaluation experience
- Ability to work independently and collaboratively
- Consistent and reliable access to and availability of means of transportation (position requires local, statewide, and occasional national and overnight travel)
- Meet all required clearances for employment (e.g., Criminal Record Check, Child Abuse Clearances, etc.)
- Requires lifting of up to 25lbs of equipment
- Must meet PA State background check requirements (PA Criminal, PA Child Abuse, and FBI Fingerprint Check) at hire and every five years after that.

#### **NOVA is an AA/EOE. The compensation package includes the following components:**

- Competitive Annual Salary \$47,000-\$52,000
- Medical & Dental (1st day of the month following hire; Employee premiums paid in full by NOVA)
- Short-term & long-term disability (After 90-days of employment; Premiums paid in full by NOVA)
- Life insurance policy (After 90 days of employment; Premium paid in full by NOVA)
- Quarterly contribution to Profit Sharing Pension Plan (1st quarter following one year of employment)
- Voluntary contribution to 401K Plan (1st quarter following one year of employment)
- Generous Paid-Time-Off policy (after 90 days of employment) and 12 paid holidays per year

***If you have these qualifications, are energetic, passionate about the mission of NOVA, and enjoy a friendly, team-oriented environment, we would like to hear from you! Please submit your application with a cover letter telling us why you are the person for this job, your salary requirements, and your resume to [careers@novabucks.org](mailto:careers@novabucks.org). Subject line: KCIT Training and Outreach Specialist***