

Northern Nevada  
250 South Rock Blvd., Suite 116  
Reno, NV 89502

Southern Nevada  
3275 E. Warm Springs Rd.  
Las Vegas, NV 89120



## JOB ANNOUNCEMENT

- POSITION AVAILABLE:** Program Specialist
- SUMMARY OF POSITION:** Under the direction of the Training Coordinator, the Program Specialist will develop and implement training opportunities including but not limited to the coordination of the annual conference and regional trainings. The Program Specialist will oversee the implementation of the online training modules known as the Advocate Certificate Program, complete monthly and quarterly grant reports, coordinate project meetings including logistical support, and supervise university interns and agency volunteers. This person also will represent NCEDSV as a public speaker, trainer and/or participant in statewide events.
- QUALIFICATIONS:** BA degree in Education, Communications or related field or 4 years' work/volunteer experience. Experience in event coordination and comfort in training and public presentations required. Must be computer literate with a strong background in PowerPoint and Excel. Experience in developing online learning modules desired. In addition, experience with Go to Meeting, Go to Webinar, and Constant Contact is desired. Experience working in domestic and sexual violence programs preferred. Applicant must have reliable transportation and be willing to use for work related purposes. EOE.
- SALARY/HOURS/LOCATION:** \$16.50 to \$21.50 to start DOE. Full-time, 40 hours a week. 9-5 p.m., M-F may require some weekend and evening hours. Position location to be determined after selection of the applicant. We have offices in both Reno and Las Vegas
- CLOSING DATE:** Applications must be received by noon on June 28, 2017. A one-page statement of interest must be included with a resume in order to be considered. Position open August 1, 2017.
- FOR MORE INFORMATION:** Contact the office at 775-828-1115; e-mail your cover letter and resume to [HR@ncedsv.org](mailto:HR@ncedsv.org), or fax to 775-828-9911.