



The Catalyst Center
2201 K Street
Sacramento, CA 95816

Job Title: Technical Assistance and Training Specialist (Prevention focus)

Reports to: Director of Strategic Initiatives

Employment Status: 70% FTE, start date ASAP.

Revised: July 28, 2020

The Catalyst Center leverages connections between research, policy, and practice to inform and lead capacity building efforts amongst service providers across the state of California who work in the fields of child and family services. The Catalyst has over twenty years of experience innovating provider supports, with a team of expert trainers and technical assistance providers in issues areas including: child welfare, behavioral health, education, prevention, juvenile justice, residential care, and foster and adoption care.

The Catalyst services a statewide network of professionals and collaborates with advocates, community-based service programs, national and state organizations, legal, health, and mental health professionals, researchers, and advocates from social justice organizations working to support the health and wellbeing of children and families. The Catalyst offers a rich working environment that includes connecting with inspiring activists and frontline providers, an opportunity to understand the experiences of children, youth, and families, and how all these forces contribute to sociopolitical change and systems transformation.

For more information, visit www.catalyst-center.org.

Responsibilities: The Technical Assistance and Training Specialist is a dynamic position that will be an integral part of a small staff team who implements projects that help the Catalyst meet its mission. The Technical Assistance and Training Specialist, under the supervision of the Director of Strategic Initiatives, will be responsible for acting as the subject matter expert for trauma-informed and prevention care, leading statewide training and technical assistance activities relative to the Catalyst's participation in California's [ACEs Aware Initiative](#). The Catalyst Center's participation in this initiative is a part of the body of state-level supports offered through the organization.

Duties:

Project Management, Technical Assistance, and Training

- ✓ Provide targeted technical assistance to build capacity for prevention collaboration strategies that engage community-based providers and bridge public and private sectors to meet the needs of diverse children and families throughout California;
- ✓ In collaboration with the Project Manager, design, plan and provide trainings on a range of topics relevant to preventing and addressing adverse childhood experiences (ACEs); using different delivery methods including webinars, in-person training, and pertinent to the targeted audiences including executive leadership in primary care and community-based settings;

- ✓ Act as agency subject matter expert around trauma-informed care and child abuse/harm prevention practices as they relate to supporting children and families, maintaining high-level proficiency in these areas, staying abreast of national and state best practices and relevant research;
- ✓ Increase the capacity of public health providers and community-based-organizations to participate in trauma-informed prevention model implementation;
- ✓ Assist with special Catalyst projects as needed;
- ✓ Co-facilitate community listening sessions, and help incorporate relevant data into program and curricula design; and
- ✓ Coordinate with project consultants, as needed, to advance training efforts.

Agency Support

- ✓ Attend staff meetings, as assigned
- ✓ Participate in professional development opportunities, as assigned
- ✓ Other duties as assigned

Qualifications:

• Required Qualifications

- ✓ Bachelor of Arts/Bachelor of Science degree or equivalent amount of years in experience;
- ✓ High level of organization, attention to detail, and ability to manage multiple projects concurrently;
- ✓ Excellent writing and communications skills with demonstrated experience conveying key messages clearly, timely and succinctly.
- ✓ Capacity to skillfully train, communicate with, and build rapport individually and in groups with a wide range of stakeholders;
- ✓ Adept at development of curricula that effectively engaged diverse audiences in a variety of methodologies;
- ✓ High level of organization, attention to detail, and ability to manage multiple projects concurrently and prioritize work accordingly.
- ✓ Strong ability to take personal initiative, work both independently and as a team member, collaborate and coordinate with others.
- ✓ Technical fluency in MS Office (including Outlook, Word, Excel and PowerPoint), and technical comfort with virtual platforms such as Zoom and GoToWebinar;
- ✓ Ability to anticipate needs, exercise good judgment and thinking critically to proactively problem-solve in a fast-paced environment with minimal supervision;
- ✓ Flexibility: ability to adapt to dynamic environments; comfort with ambiguity and complexity;
- ✓ Enthusiastic about bringing people together and helping them be their best.
- ✓ Values listening to and honoring the wisdom of people on-the-ground and developing theory grounded in their lived experience.
- ✓ Ability to give and receive constructive feedback; display a desire for continuous learning and self-improvement;
- ✓ Ability to travel within California (after state shelter-in-place orders are lifted);

- **Preferred Qualifications**

- ✓ Advanced degree in social work, public health, or related field;
- ✓ Experience building movements in the prevention and public health fields; and
- ✓ State or national level experience providing general and targeted technical assistance to the public health and child-serving field.

Compensation:

This position is currently fully remote in light of the COVID-19 pandemic, but may require regular visits to the Sacramento office once the state's shelter-in-place order is lifted. The salary range is between \$85,000 – 90,000/annual prorated at 70% FTE. This position is not eligible for medical/dental coverage, but is eligible for other benefits including paid holidays and PTO.

The Catalyst is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.

To apply, please email your cover letter and resume to Deborah Son, Director of Strategic Initiatives, at dson@cacfs.org.