

**Trauma Support Services of North Texas**  
**Job Descriptions: Associate Training Director, Trauma Care Institute**

**Overview:**

The Associate Training Director of the Trauma Care Institute (TCI) is responsible for assisting the Training Director in managing, planning, and coordinating all trauma trainings for the Trauma Care Institute, a program of Trauma Support Services of North Texas. This position performs duties delegated by the Executive Director and the TCI Training Director and provides assistance and administrative support to the Training Director and staff, as needed.

**QUALIFICATIONS:**

Bachelor's degree in Social Work or related fields; Master's degree preferred; Experience in marketing, public relations, and/or communications; Proficiency in MS Word, Excel and Outlook; Strong attention to detail; Ability to work with diverse groups of individuals; Excellent verbal and written communication skills

**RESPONSIBILITIES:**

*Specific responsibilities include, but are not limited to:*

- Assist in development of yearly training calendar and participate in marketing activities
- Assist in planning and execution of training details, as assigned by Training Director
- Assist in coordination registrations, continuing education units, speaker handouts, evaluations and technical assistance requests
- Assist in the collection, verification and input of project data and outcome measure for reporting
- Assists with preparation of program and grant budgets
- Serve as a public advocate and educator in the community, marketing TSSNT's mission and education about the impact of trauma on the individual and community

*Additional Information:*

Position requires travel to training sites statewide per grant program