

Job Announcement | DAVA Training Program Manager (Full-Time)

About Our Organization

The National Organization for Victim Advocacy (NOVA) is a recognized leader in the victims' rights movement. Since 1975, NOVA has advocated for the advancement and enforcement of victims' rights; championed dignity and compassion for victims and survivors of crime; and promoted the professionalization of victim advocacy.

NOVA is committed to upholding excellence in the field of victim advocacy and crisis response by providing trauma-informed training, education and credentialing to all victim assistance and allied professionals. All NOVA training programs are created to promote a standard of knowledge among those interacting with survivors of trauma and to ensure each survivor receives a level of care and respect that empowers and promotes their wellbeing. This is accomplished through: providing trauma-informed, evidence-based, and accessible educational content; promoting and advocating for comprehensive practices in victim services, policies and programs; and creating high educational and ethical standards in the victim assistance field.

Position Description and Duties

The **Domestic Abuse Victim Advocate (DAVA) Training Manager** leads the development, execution, and evaluation of trainings designed to equip and empower DAVAs. This position is central to ensuring that all offerings are trauma-informed and aligned with federal contract requirements.

The primary responsibility of the Training Manager will be to facilitate dynamic training for DAVAs and collaborate with other SMEs to develop training curricula and tools specific to the educational needs of the DAVAs. The Training Manager will also be responsible for designing and facilitating a 40-hour, virtual, Introductory Advocacy Course for DoD DAVAs.

The Training Manager will also support credentialing readiness for DAVAs by aligning educational content with professional standards, coordinating with subject matter experts (SMEs) for curriculum development, and preparing facilitator materials and briefing packets. They will play a key role in ensuring that all trainings—whether designed in-house or delivered by external facilitators—elevate the unique lens and expertise of domestic abuse victim advocates.

This role requires a strategic thinker and skilled trainer who is deeply committed to victim-centered advocacy and continuous learning.

Key Responsibilities:

- Design and facilitate dynamic virtual and in-person trainings for DoD DAVAs including a new 40-hour Introductory Victim Assistance Course (virtual) for DAVAs; monthly DAVA continuing education trainings; and advocacy hours.
- Recruit and onboard national Subject Matter Expert (SME) consultants to support initial and online training for DAVAs/
- Ensure all trainings reflect trauma-informed principles, integrate adult learning principles, and are tailored to the DAVA community.
- Align training content with federal contract deliverables and credentialing requirements.
- Track training participation, advocacy hours, and credentialing readiness.
- Create and implement pre-/post-training evaluations and feedback mechanisms.
- Assist in developing and coordinating a 40-hour training to be pre-approved by NACP and specific to the DAVAs
- Identify, onboard, and support subject matter experts (SMEs) for specialized sessions.
- Coordinate logistics for virtual and in-person trainings, including SME prep and tech support.
- Manage learning platforms and ensure accurate documentation and user accessibility.
- Serve as liaison with military and civilian partners to align training with emerging needs.
- Provide technical assistance to DAVAs navigating training or certification processes.

- Represent NOVA and the DAVA program at conferences and stakeholder meetings.
- Support leadership with reports, insights, and strategy recommendations as needed.

Skills and Qualifications:

- Bachelor's Degree or higher in social services or related field required.
- Minimum of two (2) years of experience with program management, supervision, training and program evaluation.
- Minimum of three (3) years of professional experience in victim assistance, with emphasis on domestic abuse. Knowledge of dynamics of domestic abuse and best practices in victim assistance.
- Knowledge of relevant DoD policies, regulations and victim assistance credentialing standards.
- Recent experience with the DoD Family Advocacy Program and the Domestic Abuse Victim Advocacy (DAVA) program strongly preferred.
- Excellent writing, public speaking and leadership skills.
- Team player with the ability to work independently.
- Knowledge and passion for NOVA's mission and victims' rights.
- Flexibility, creativity and initiative to work both independently and as part of a team.
- The successful candidate must be detail-oriented and possess excellent organizational skills.

Position Details:

- **Location:** Remote
- **Work Environment:** NOVA strives to offer a flexible, trauma-informed workplace that values personal and professional development.
- **Salary:** Salary is commensurate with experience, with a set range of \$70,000-\$75,000.
- **Employee Benefits** include the following competitive package:

- 90% of an employee and their dependents' medical, vision and dental coverage
- Paid time off (10 vacation days, 10 wellness days for new employees) and 12 paid federal holidays
- 401K plan with a 4% match and 2% employer contribution
- Paid Parental Leave and Family Leave
- Employee Sabbatical Program

Application Details:

- To apply please email cover letter and resume to resume@trynova.org and add ***"DAVA Training Program Manager"*** to the subject line.
- **The deadline to apply for this position is May 27, 2025.** No phone calls please. Due to the volume of applicants, we will only contact individuals invited to interview.
- NOVA is dedicated to offering a programmatic, attitudinal, and physical environment that enables all populations to freely access our facility and its services. NOVA is committed to providing a welcoming and safe environment.