



Girls Educational & Mentoring Service (GEMS)

Girls Educational & Mentoring Services (GEMS) is a 501 (c)(3) non-profit organization whose mission is to empower girls and young women, ages 12–29, who have experienced commercial sexual exploitation and domestic trafficking to exit the commercial sex industry and develop to their full potential. GEMS' is the only nonprofit organization in New York State to provide specialized services to young women and girls who have experienced commercial sexual exploitation with counseling, crisis housing, life skills training, job training and health care with consistent support and viable opportunities for positive change.

Position Summary: The Training Manager will manage training activities both internally and externally. In collaboration with the Training Director, the Training Manager will be responsible for assessing the training needs of the organization in order to support and expand the training department, training programs, and training best practices to attend to issues and needs supported by GEMS. The Training Manager will also use project management skills to ensure that all trainings are administered effectively. This position has the possibility of working remotely or partially remotely.

Title: Training Manager

Salary: \$70,000 base commensurate with experience

Role Concentration: Training & Facilitation

Job Type: Full time | Hybrid Position

Shift: Monday – Friday

Key Tasks and Responsibilities: This statement of duties is for purpose of identifying this position, but **it is not limited to:**

- Manage and maintain organization of the Training Department inbox and calendar
- Update and maintain training materials
- Assist with evaluating and modify existing curriculum modules to meet the needs of recipient organizations
- Design training pre- & post- evaluations with the Training Director
- Manage the scheduling of training sessions and tracking communication with key stakeholders
- Coordinate registration of participants for trainings
- Prepare training modules for upcoming trainings
- Remain up to date with developments in training profession and issues related to CSEC by reading relevant journals and attending relevant courses and meetings
- Provide general administrative assistance and support to the Training Department
- Troubleshoot technical issues with online training
- Support the Training Director in strategizing annual training programming, outreach, and follow up with partner organizations and beyond
- Serve as lead trainer/co-trainer to conduct internal and external trainings
- Engage external partners to create income generating training and technical assistance opportunities
- Enhance self and agency understanding and use of e-learning process
- Other duties as assigned

Additional Qualifications:

- 1-2 years of experience in the Manager role
- At least 2 years of experience in public speaking in both in person and online settings strongly preferred
- MS Office Suite proficiency preferred
- Google Suite proficiency preferred
- Previous experience in direct service support or similar programs strongly preferred

GEMS Core Values:

- Developmentally Grounded
- Trauma Informed
- Culturally Competent
- Gender Responsive
- Strengths Based
- Social Justice Oriented

GEMS Principles:

- Survivor Leadership
- Transformative Relationships