



Rewarding Career Opportunity! Training & Technical Assistance (TTA) Coordinator Job Posting

Location: Olympia, WA (Hybrid (combination of in-office and work from home as well as some in-person meetings, training, and statewide travel as needed))

Reports To: Executive Director

Status: Full-Time (32 hours - Monday- Thursday 7:30-4:30, Friday 7:30-NOON)

Starting Salary: \$65,000-\$68,000 depending on qualifications & experience

About CACWA

Children's Advocacy Centers of Washington (CACWA) is an accredited State Chapter of the National Children's Alliance. Our work focuses on strengthening the response to abuse in Washington by supporting Children's Advocacy Centers (CACs) and multidisciplinary teams (MDTs) statewide. Our mission is to promote excellence in the response to child abuse through training, technical assistance, accreditation support, and collaboration.

Position Summary

The Training & Technical Assistance Coordinator (TTAC) leads the planning, coordination, and delivery of training and technical assistance for developing and accredited Children's Advocacy Centers and multidisciplinary professionals across Washington State. This role supports CACs in achieving and maintaining National Children's Alliance (NCA) Accreditation while strengthening multidisciplinary responses to child abuse through education, training, consultation, and resource development.

How to Apply

Please submit the following to director@cacwa.org on or before **Friday, July 10, 2026**.

- Cover letter
- Resume
- Three professional references

Key Responsibilities

Training & Professional Development

- Assess training and technical assistance needs through annual surveys and stakeholder engagement.
- Plan, coordinate, promote, and facilitate statewide/regional training, webinars, and professional development opportunities.
- Develop and maintain training curricula, learning modules, resources, and educational materials.
- Coordinate CARES Victim Advocacy Training that meets accreditation standards, including registration, progress monitoring, assignment review, and participant support.
- Manage training activities and learning resources through Coalition Manager, CACWA's learning management platform.
- Coordinate statewide forensic interviewer peer review processes, including scheduling, agenda development, facilitator coordination, and transcript review.
- Develop, update, and deliver MDT Orientation training.
- Facilitate the Victim Advocate Roundtable, including agenda development, outreach, training coordination, and meeting facilitation.
- Collaborate with CACWA staff to ensure successful delivery and follow-up for training and other activities.

Technical Assistance & Accreditation Support

- Provide consultation, technical assistance, site visits, and resources to support CACs and MDTs.
- Assist centers in preparing for NCA accreditation and reaccreditation processes.
- Support CACs and MDTs with best practices related to the child abuse response.

- Develop and curate resources for CACs and stakeholders through CACWA's learning management platform.
- Respond to member inquiries and connect centers with specialized consultants and resources as appropriate.

Event & Conference Coordination

- Coordinate statewide meetings, conferences, and training events, including director forums and CACWA's annual statewide convening.
- Assist with budget development, venue selection, logistics coordination, agenda development, audiovisual needs, catering, and event follow-up.
- Identify, contact, and negotiate terms with experts in the field to deliver training on topics of importance and relevance to Washington CAC and MDT professionals
- Ensure seamless delivery of in-person and virtual training opportunities.

Communications & Resource Sharing

- Maintain and update CACWA's training calendar and learning management platform.
- Support dissemination of local, state, and national training opportunities to CAC and MDT professionals.
- Contribute content and resources for newsletters and member communications.
- Support organizational planning through maintenance of annual training schedules and calendars.

Collaboration & Partnership Development

- Build relationships with local, statewide, and national trainers, consultants, and subject matter experts.
- Coordinate contracts and logistics for trainers and consultants, in partnership with the Executive Director.
- Facilitate meetings and collaborative discussions with stakeholders and partner organizations.
- Participate in statewide and national initiatives that support CACs and MDTs.
- Assist with special projects and organizational priorities as assigned.

Qualifications Required

- Experience working within a Children's Advocacy Center, multidisciplinary team, child welfare, victim services, criminal justice, or related field.
- Bachelor's degree in social work, criminal justice, education, public administration, nonprofit management, or a related field; equivalent experience will be considered.
- Experience coordinating training, professional development, or technical assistance programs.
- Strong project management and event coordination skills.
- Excellent written and verbal communication skills.
- Experience facilitating meetings, presentations, or training.
- Ability to work independently and manage multiple priorities.
- Proficiency with Microsoft Office and virtual meeting platforms.
- Ability to travel throughout Washington State as needed.

Qualification Preferred

- Knowledge of National Children's Alliance accreditation standards.
- Experience with learning management systems and online training platforms.
- Experience developing training curricula and educational materials.
- Familiarity with membership/training or learning management systems.

What We Offer

- Meaningful work that supports children, families, and professionals across Washington State.
- Hybrid work environment with flexibility for remote work and statewide engagement.
- Opportunities for professional growth and statewide leadership.
- Collaborative and mission-driven work environment.
- Competitive salary, benefits
- Opportunities to build relationships with professionals across Washington State.

Children's Advocacy Centers of Washington is an equal opportunity employer committed to creating an inclusive workplace that values diversity and promotes equity for all employees and the communities we serve.