



Training Coordinator

WORK LOCATION FLEXIBILITY



Flexible Office Locations to Fit Your Life

You'll have the unique opportunity to choose your primary office location from one of three welcoming and community-focused sites in the Gulf Coast region of Texas:

- Bay City Office - 3010 6th Street, Bay City, TX 77414
- Wharton Office - 620 N. Fulton, Wharton, TX 77488
- El Campo Office - 107 E. Monseratte, El Campo, TX 77437

Each community offers a distinct lifestyle and benefits giving you the flexibility to select the environment that best fits your personal and professional needs.

Why You'll Love These Communities

Bay City (Matagorda County)

- Just minutes from 50+ miles of pristine Gulf shoreline, perfect for fishing, boating, and beachside relaxation
- A charming, growing town that hosts beloved local events like the Matagorda County Fair and Rice Festival

El Campo (Wharton County)

- Historic small-town feel with a revitalized downtown and strong ties to culture and tradition
- Convenient access to Houston while enjoying peaceful rural living

Wharton (Wharton County)

- Cultural hub with the historic Plaza Theatre and a vibrant arts scene
- Known for strong community support, rich agricultural heritage, and growing economic opportunity

This location flexibility ensures you'll not only thrive in your role but also enjoy a lifestyle that supports your personal goals.

WHO WE ARE

Mission:

The Mission of The Crisis Center is to create an environment where violence and abuse are not tolerated in the communities we serve by providing crisis intervention services to victims of family violence, sexual assault and child abuse, including providing awareness and prevention services to the community.

Purpose:

Our Purpose is to encourage victims to seek crisis intervention services, promote awareness thereof, and to educate our communities regarding the dynamics of family violence, sexual assault, and child abuse.

Vision:

The Vision of The Crisis Center is that victims of family violence, sexual assault and child abuse can achieve a life free from violence, to become self-sufficient, and that our community would actively participate and assist the Center in obtaining our goal of zero tolerance for family violence, sexual assault, and child abuse in our community, which includes holding perpetrators accountable for their acts of violence.

The Crisis Center is a community-based, volunteer-supported nonprofit organization dedicated to serving victims of family violence, child abuse, and sexual assault in Matagorda and Wharton Counties.

Our work extends beyond crisis intervention, we are deeply committed to prevention and education, helping communities recognize the signs of abuse and build pathways to lasting safety and well-being.

Our Programs Include:

- **Children's Advocacy Center (CAC):** A multidisciplinary team provides forensic interviews, therapy, and advocacy for children who have experienced abuse.
- **Family Violence Services:** Residential and non-residential programs help individuals break the cycle of abuse and build independent lives.
- **Sexual Assault Response:** Compassionate care and forensic medical services for survivors, available around the clock.
- **Legal & Advocacy Support:** Assistance navigating protective orders and legal processes related to abuse cases.
- **Community Outreach:** Education on healthy relationships, bullying, family violence, and sexual assault prevention.

We have provided thousands of nights of shelter, supported hundreds of families, and reached countless individuals through community outreach and education.

All services are completely free and confidential. Learn more at www.crisiscnt.com

Position Priorities

- Enhance Law Enforcement Engagement
- Develop Impactful Training Programs
- Establish Evaluation Metrics

Position Challenges

- Overcoming Engagement Barriers
- Resource Constraints
- Building Trust and Collaboration



Opportunity Snapshot

The Training Coordinator will be responsible for enhancing an understanding of sexual assault and crimes against women through extensive training programs and outreach initiatives. This position will play a pivotal role in advancing community awareness, education, and support systems related to sexual violence. Your efforts will contribute to creating a safer and more informed community through training, outreach, and resource dissemination. Must be a licensed peace officer eligible to obtain TCOLE instructor certification or possess a TCOLE instructor certification. The Matagorda County Sheriff's Office will serve as the TCOLE licensing agency for purposes of maintaining law enforcement commissions, although the Training Coordinator will be an employee of The Crisis Center and will report directly to the Executive Director.

Knowledge, Skills, and Areas of Expertise

- Ability to create training programs and curricula.
- Comfortable speaking in front of large audiences.
- In-depth understanding of sexual assault laws and family violence dynamics.
- Knowledge of legal services and the criminal justice system.
- Strong ability to work independently or as part of a team, managing multiple tasks.
- Skilled in identifying and implementing process improvements.
- Ability to build strong teams to meet performance goals.
- Maintain confidentiality at all times.
- Excellent communication skills, both oral and written.
- Proficient in developing policies, procedures, and operational guidelines.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) and data management systems.

Essential Qualities:

- Conduct in-person and virtual training sessions on sexual assault for various audiences.
- Facilitate SATP training quarterly or as requested (training provided if not certified).
- Attend community events, providing education through informational booths.
- Deliver public speeches, media interviews, and PSAs on sexual assault topics.
- Inform the public and survivors about available resources.
- Train community partners, law enforcement, and individuals interacting with victims to improve responses to sexual assault.
- Conduct victim service training programs (e.g., TCOLE 4070 Trauma-Informed Response).
- Develop and distribute brochures, flyers, and handouts to raise awareness of crimes against women and children.

Minimum Qualifications:

- Licensed peace officer.
- TCOLE instructor certification (or ability to obtain with assistance).
- 40-hour OAG SATP certification (Employer is willing to provide).
- 20 hours of family violence (Employer is willing to provide).
- Ability to read, interpret, and write reports, correspondence, and notes.
- Ability to solve practical problems and handle situations with limited standardization.
- Ability to effectively communicate with staff, funders, and community members.

Preferred Qualifications:

- Bachelor's degree in criminal justice, sociology, or related field (experience can substitute for education).
- Experience in trauma-informed services, victim-centered approaches, and responding to sexual assault.
- Experience with public speaking, media interviews, and community outreach.

Compensation & Benefits

The Crisis Center is offering a salary of \$64,000.00 - \$70,000.00 Annually DOQ.

- Flexible schedule
- Holidays- 17 per year
- PTO- (1st year of employment)- 16 days (after completion of 1 year)- 28 days (continues to increase after 4 years)
- 1 Floating Holiday
- 1 Mental Health Day
- Employer paid: Medical, Vision, and Dental Insurance
- 403 (b) Match at 3%
- Self-care reimbursement up to \$100 per year
- Several self-care coordinated events throughout the year
- Access to individual therapy at no cost

Optional office locations for the position:

3010 6th Street, Bay City, TX 77414

620 N. Fulton, Wharton, TX 77488

107 E. Monseratte, El Campo, TX 77437

HOW TO APPLY

The position is open until filled.

First review deadline is 5 p.m. on September 30, 2025.

Please email your cover letter and resume in **.pdf** format to
applythecrisiscenter@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:

Michael Boese, President, Clear Career Professionals (214) 550-2850 Ext: 4
michael@clearcareerpro.com

Candidate materials will be evaluated based on the criteria outlined in this brochure. Those identified as the most qualified will be invited to participate in the selection process. The Crisis Center will oversee the subsequent stages of the selection process following the initial review. Please note that appointment is contingent upon the successful completion of a comprehensive background check and reference verification.

RESOURCES

Website: <https://crisiscnt.com/>



The Crisis Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.