



**Treatment
Court Institute**
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**Impaired
Driving Solutions**
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**Justice
for Vets**
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**Center for
Advancing Justice**
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Job Title:

Training Coordinator

Job Summary:

The Training Coordinator is responsible for organizing and managing trainings for various programs within All Rise and its three training and technical assistance divisions; Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and Center for Advancing Justice. The training coordinator position is largely administrative, based out of the All Rise offices in Alexandria, VA. This position does not perform any direct training. It is an administrative position focused on coordination.

Primary duties include:

- Coordinating logistics of trainings from start to finish - creating authorization forms for travel, receiving and filing itineraries, sending final logistics to travelers
- Setting up Zoom meetings and webinars for training events, serving as host, assisting attendees with tech related issues
- Creating website and registration pages for trainings
- Maintaining continuous contact with coworkers, consultants and jurisdictional point of contacts regarding status of trainings and projects
- Assist in the editing and development of training workbooks
- Pack and ship training materials
- Maintaining extensive records - expense spreadsheets, expense reports, evaluations, monthly reports, contact notes, etc.
- Reconciling financial statements and reports
- Additional duties assigned by the project director and/or division director
- Mandatory travel to the All Rise annual conference with the opportunity to travel to other training events to serve as an observer and onsite administrative support

Competencies/Skills:

- Proficient in Zoom, Microsoft Teams, etc.
- Comfortable and efficient working in a virtual environment
- Must be a self-starter
- Project management
- Excellent written and verbal communication
- Organized
- Quick learner and ability to adapt
- Highly skilled in Microsoft Office products – Outlook, Word, Excel, PowerPoint
- Time Management – able to effectively manage one's own time and prioritize tasks
- Editing/Proofreading – recognizes errors in written work and quickly works to correct
- Deadline driven
- Able to lift 20lbs (packing and shipping boxes of training materials)

Recent graduates encouraged to apply.

How to Apply:

Please send a resume and cover letter to personnel@nadcp.org on or before July 31, 2023.

Current Operating Status

Employees of All Rise are currently teleworking full-time. Applicants must have the capability to perform all necessary work functions virtually except in limited circumstances when performing essential work functions require an onsite presence. At its discretion, All Rise may lift or revise its telework status at any time.

Drug & Alcohol Policy

As a federal grantee, All Rise has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any All Rise worksite, while operating any All Rise vehicles, or conducting any All Rise-related activities. Employees must pass a pre-employment drug test as a condition of hire and must notify All Rise of any alcohol other drug related arrest within five days. All Rise reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.

Why All Rise

All Rise is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, All Rise helps shape America's conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, All Rise and its divisions— Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and Center for Advancing Justice — have trained hundreds of thousands of professionals whose roles span every intercept point in the American justice system.

Headquartered in Old Town Alexandria, Virginia, All Rise has more than 50 full-time employees enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. All Rise offers generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time (exclusive of the organization's 11 paid holidays), flexible schedules, teleworking availability, and others. The All Rise office is accessible by Metro rail and bus, offers garage parking and is in walking distance to historic Old Town Alexandria.