



The Lincoln Center for Family and Youth  
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## **JOB DESCRIPTION: School-based Trauma Training Manager**

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**Title:** School-based Trauma Training Manager

**FLSA:** Full Time

**Reports To:** Chief Learning Officer

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving the Greater Philadelphia Area for over 50 years. Founded in 1970 and incorporated in 1983, TLC is an entrepreneurial nonprofit providing innovative education, coaching, and counseling services to public school students and their families. For more information, please visit <https://TheLincolnCenter.com>

**Position Summary:** The Training Manager will engage with school district personnel, provide grant-funded training, and implement an organizational culture mindset shift among all district staff. The position will be on the district site for a percentage of the time to analyze the organizational culture and engage in collaboration between TLC climate coaches. Collaborating with both climate coaches will be essential to demonstrating positive applications established by the training provided.

The Training Manager will work closely with the Chief Learning Officer in an effort to establish relationships, engage implementation strategies, and measure results to deliver to the funding and evaluation agencies. The position will also require content development for training and engagement in multi-level growth strategies for the TLC Education Institute.

The position requires a strong, multi-tasking, leader with an overarching commitment to public service and to the mission of the agency. Experience working in mental health and/or behavioral health required. Experience working with school districts, providing training, and navigating client relationships preferred. The successful candidate must be relationship-oriented, organized, intuitive, flexible, and goal-oriented. The candidate must have the ability to work well under pressure.

- Duties and Responsibilities:**
- Establish relationships and engage school district personnel in planning and facilitating grant deliverables
  - Implement an organizational culture mindset shift among all district staff in collaboration with the Chief Learning Officer
  - Engage in a collaboration with climate coaches to facilitate the application of deliverables learned in the provided training
  - Develop content for restorative practices, social-emotional learning, mental health, and trauma-informed care practices

- Utilize systems of data collection that will measure results to deliver to the external evaluator
- Engage in multi-level growth strategies for the TLC education institute
- Collaborate with districts and the Chief Learning Officer in the scheduling of all programs and course offerings
- Monitor the effectiveness of the training program in designated district(s) and make changes for improvement
- Collaborate with other TLC administration staff to facilitate synergy between business lines
- Develop, implement, and enforce program policies and procedures
- Perform other duties as assigned by the Chief Learning Officer

**Skills and Knowledge:**

- Demonstrated ability in planning, organization, and decision-making
- Managing multiple projects
- Working in a fast-paced environment while maintaining quality of work
- Working independently, as well as in a team environment
- Marketing education programs to schools, families, and communities
- Strong communication and interpersonal skills, including delivering presentations to diverse groups
- Working well with organizations, staff, students, and volunteers
- Knowledge of K-12 and higher education standards

**Education and Experience:**

Required:

- Master's Degree required in Counseling, Social Work, or related discipline
- At least 5 years of experience in education or mental health profession

Preferred:

- Knowledge of restorative practices, social-emotional learning, mental health, and trauma-informed care practices
- Demonstrated experience collaborating with community organizations and the business community to build partnerships
- Experience developing and delivering training programs including course development

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Hours of Work:**

This is a full-time, 40 hours per week

**Work Environment:**

Office and school settings

**Travel:**

Travel to various school sites in the Greater Philadelphia Area. Other travel to deliver in-person client training.