



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:** Senior Vice President, TLC Education Institute

**Organization Summary:** The Lincoln Center for Family and Youth (“TLC”) is a social enterprise company serving areas of North Carolina, Ohio, and Pennsylvania. 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 provide trauma-informed training and consulting services to staff at Durham Public Schools (“district”) in order to meet the requirements of the district’s STOP School Violence Grant. The multi-year grant, funded by the U.S. Department of Justice, provides funding to improve efforts to reduce crime in K-12 schools and their respective communities.

The Training Manager will work closely with district personnel and TLC’s SVP of the Education Institute in an effort to establish relationships, engage implementation strategies, and measure results to deliver to the funding and evaluation agencies.

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 is required. Experience working with school districts, providing training, and navigating client relationships is preferred. The successful candidate must be relationship-oriented, organized, intuitive, flexible, and goal-oriented.

- Duties and Responsibilities:**
- Establish relationships and engage district personnel in planning and facilitating grant deliverables
  - Collaborate with district staff and TLC’s SVP of the Education Institute in the scheduling of all programs and course offerings
  - Develop and deliver content for restorative practices, social-emotional learning, mental health, and trauma-informed care practices

- Monitor the effectiveness of the training programs and make changes for improvement
- Utilize systems of data collection that will measure results to deliver to the external grant evaluator
- Develop and implement training policies and procedures
- Perform other duties as assigned by district staff or TLC

**Skills and Knowledge:**

- Demonstrated ability in planning, organization, and decision-making
- Working in a fast-paced environment while maintaining quality of work
- Working independently, as well as in a team environment
- 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 Education, 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 required within school district to deliver in-person client training.