



**National Runaway Safeline  
Training and Education Manager  
Position Description**

The National Runaway Safeline (NRS), has an opening for a full time training and education manager. This position is responsible for managing the crisis line training and continuing education programs as well as the prevention program. Oversee the internship program including recruitment and supervision. Must be able to effectively explain and promote NRS and its services to schools and social service agencies, both verbally and in writing. This position requires great patience, a love of teaching, and the ability to work with a diverse groups of people. Must be able to work collaboratively and effectively with all levels of staff. Must have a strong commitment to the mission and philosophy of NRS. Create comprehensive training materials and presentations in various media formats for presentations both internally and externally at local, state and national conferences. State and national travel is required.

We are seeking an enthusiastic, creative, self-directed professional with great presentation skills. Graduate degree preferred, with three years of professional training and program management experience in a social service agency, educational or related environment. Program development, budgeting, and evaluation experience. Excellent written and verbal communication skills. Must be detail-oriented, with strong problem-solving skills, and able to multi-task and meet deadlines. Must be able to work a flexible schedule, including some evenings and weekends.

Salary: Upper \$40's, to lower \$50's

Please submit resume to: Gordon Vance, Director of Programs, at [gvance@1800RUNAWAY.org](mailto:gvance@1800RUNAWAY.org) or fax to 773-929-5150. No phone calls, please.

NRS is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, creed, religion, gender, sexual orientation, national origin, age or disability.