

Job Description
Community Advocates Public Policy Institute
Training Technical Assistance Coordinator

POSITION: Training and Technical Assistance Coordinator
REPORTS TO: Prevention Services Manager

Training and Technical Assistance is a key aspect of the work that is done out of the Public Policy Institute. Currently training and technical assistance is provided to CA-PPI grantees and partners. The intent is to develop additional training and technical assistance content based on stakeholder feedback, needs and identified gaps in the communities served.

Job Description:

This is a 30 hour/week position. The Training/Technical Assistance Coordinator is primarily responsible for providing coordination, development and execution of trainings, presentations and technical assistance, as identified by management and project coordinators, for customers, community partners and the general public. The Training/Technical Assistance Coordinator is responsible for presenting and evaluating participation and training effectiveness, with the goal to maintain current training offerings and develop new offerings that complement existing services to expand the Community Advocates impact.

Duties and Responsibilities:

1. Coordinate logistics for technical assistance meetings, trainings and events. Determine and design the most appropriate instructional setting for each learning experience.
2. Develop and implement communication strategies for trainings and presentations, and technical assistance, including maintaining a listserv, creating and implementing social media strategies, and maintaining an interactive website in collaboration with the Communication Manager. Coordinate design and layout of all training/technical assistance materials and related communications.
3. Stay informed of current developments, best practices, new research, reports and trends regarding training methods and platforms, trauma-informed principles, positive youth development, violence prevention, substance use prevention, vocational preparation for youth, adolescent well-being, the public health approach, evidence-based practices and related issues.
4. Serve as point of contact with external stakeholders regarding instruction and scheduling.
5. Recruit specialists in relevant topic areas to provide training and/or technical assistance that is beyond the capacity of the Public Policy Institute at Community Advocates and should facilitation be required for internal workshops
6. Develop evaluation(s) of trainings that will indicate participants' satisfaction, usefulness and how they have implemented to be delivered and information collected and stored. Data should be reviewed and utilized for improvements to training.
7. Create, implement and maintain systems and/or records of trainings, evaluation of trainings, attendee information and demographic data. Organize these details for reporting to stakeholders.

8. Work with department staff to market offerings, coordinate logistics for training activities, determine method of training, registrations, and follow up evaluation.
9. Maintain training and deadline calendar to ensure data is evaluated and presented clearly and timely to stakeholders.
10. Willingness to be trained as a trainer in evidence-based practices and curricula utilized by the Public Policy Institute. Facilitate trainings in areas of expertise.
11. Develop a process for seeking out and vetting trainers with expertise outside our own. This should include a way of tracking all necessary information which should be easily accessible.
12. Other program-related and administrative duties as assigned.

Qualifications/Skills:

- Applied knowledge and understanding of adult learning theory, trauma-informed principles, positive youth development, violence prevention, substance use prevention and/or vocational preparation for youth.
- Proven track record, showing the ability to successfully complete the full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Knowledge of adult instruction, instructional design, training methodologies and learning theory and principles will be considered a plus.
- Strong oral and written skills required.
- Experience in relationship-building, and working effectively with individuals from diverse backgrounds.
- Ability to work with software such as Microsoft Office and video conference platforms.
- Strong communication and/or marketing skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Experience with training and facilitation will be considered a plus.

Personal Qualities: Leadership and facilitation skills; comfortable communicating with people at all levels; relationship builder; organized; adept multi-tasker' independent and team worker.

Special Conditions/Travel: Local travel to training sessions/conferences may be required. Must have valid driver's license and proof of auto insurance. Ability to lift a minimum of 25 pounds. Must be willing to sign a non-compete clause with Community Advocates.

Hours per week: 30 hours mainly Monday through Friday 9am – 5pm. Limited evenings or weekends may be possible.

Deadline to Apply: Monday, September 14, 2020.

Reply to: Send resume and cover letter to prevention@communityadvocates.net. Only Adobe Acrobat PDF or Microsoft Word documents accepted.

Benefits: Community Advocates compensation package includes company-paid health, life, short & long term disability insurance; employee-paid dental and vision; 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.