

Children's Advocacy Centers of Mississippi

Training Coordinator

Job Description

REPORTS TO: Training Director

GENERAL RESPONSIBILITIES:

The Employee provides support operations with a variety of professional training projects and events to include program logistics, customer service and problem solving. This employee is under the supervision of the Training Director and subject to the duties specified by the bylaws or policies and procedures, or to the direction of the Board of Directors. The employee must understand the purpose and function of the Children's Advocacy Centers of Mississippi and be knowledgeable of existing policies and procedures.

SPECIFIC RESPONSIBILITIES:

The Training Coordinator has the primary responsibility of providing support services through the Training Program for CACM. He/she is a highly detail-oriented professional who excels at coordinating logistics and has strong organizational, computer and communication skills. This person works closely with trainers, assists with curriculum development and conducts trainings as needed.

Essential Duties and Responsibilities include the following:

- Coordinates logistics for all Children's Advocacy Centers of Mississippi core trainings including use of space, training materials, and evaluations.
- Creates training events in online registration platform, which is used to manage onsite training check-in, contact registrants, accept payments, and administer pre-and post-tests.
- Tracks registrations and payments in online registration platform, serving as the primary contact for registrants.
- Creates and maintains electronic files of each training event.
- Creates and sends confirmation and logistics letters via email to each registrant prior to training.
- Administers follow-up, electronic surveys for each training, using online registration platform.
- Finalizes training agenda, participant list, evaluation forms, and manuals.
- Orders training materials and manages other details as they relate to trainings.
- Provides onsite logistical support for trainers and attendees throughout each training session.
- Assists with audio-visual equipment usage during trainings.
- Occasionally works with clients to coordinate offsite customized trainings: logistics, training materials, and child practicum day.
- Communicates with offsite clients to ensure that appropriate equipment is available for the training.

- Creates and coordinates contracts with faculty, when necessary, to include travel, lodging, training material, resume for CEs, and bio.
- Creates and updates web pages for trainings, as necessary.
- Works with other Training personnel to support other trainings and conferences.
- Provides administrative assistance and onsite support for the *annual One Loud Voice Conference*.
- Educates interested parties in types of training sessions available.
- Provides support at out-of-town training programs as needed.
- Assists with development and presentation of trainings as needed.
- Assists with other agency projects as needed.

Education: Bachelor's degree is required.

Experience:

Experience coordinating or conducting training, conferences, special events and/or similar activities for professionals is preferred.

2 or more years working with children and families in a human service setting that required knowledge of child abuse and neglect and skills in child advocacy.

Preference given to trauma-informed professional work and persons with training/experience in experiential teaching and use of simulations.

Preference given to persons with experience working with Multidisciplinary teams, child welfare, and child advocacy.

Specifically,

- Understanding of the mission of children's advocacy centers and multidisciplinary teams. Direct experience preferred.
- Demonstrates excellence in written, verbal and oral presentations.
 - Is proficient in Microsoft Word, Excel, Power Point and Webinar Design.
- Ability to work independently with flexible hours.
- Valid driver's license, satisfactory background checks and ability to travel required.
- An ability and willingness to travel extensively (up to 40%).

Salary range is commensurate with experience. The selected candidate must successfully complete a comprehensive background screening process.

All letters of interest and resumes can be sent to emahone@mschaptercacs.org