

# Michigan Chapter of the National Children's Alliance

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**Job Title:** Training Coordinator

**Reports To:** Executive Director

**Date Updated:** 3/22/16

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[www.mivoice4kids.org](http://www.mivoice4kids.org)

## **SUMMARY**

The Training Coordinator will work with the Executive Director to ensure the smooth and effective functioning of training events, conferences, and technical assistance efforts of the Michigan Chapter of the National Children's Alliance (MINCA).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: *Other duties may be assigned.*

- Coordinate, oversee and conduct training and technical assistance plans as directed by the Executive Director.
- Coordinate and provide technical assistance to support the efforts of Children's Advocacy Centers (CACs) in Michigan to become associate or accredited members of MINCA and the National Children's Alliance (NCA). Work collaboratively with the Executive Director and CACs in Michigan to identify and communicate needs of individual programs and the potential role of the Chapter in addressing those needs.
- Assist in meeting the training and technical assistance needs of CACs and MDTs in Michigan including developing, associate and accredited members of the chapter, through site visits, phone consultation, resource materials and any other venue as deemed appropriate.
- Help to promote the technical assistance and other services of MINCA. Initiate email, phone, fax and post mail to and among Chapter members to gather and share information relevant to technical assistance and training needs.
- Design and prepare educational aids and materials.
- Assess effectiveness of and summarize evaluation reports to determine the impact of training and technical assistance provided by MINCA.
- Maintain updated technical assistance and training records for MINCA.
- Attend and participate in Chapter meetings as needed and directed by the Executive Director.
- Serve as the central clearing house for information about technical assistance and training programs of MINCA.
- Assist with maintaining and keeping current the portions of the MINCA website that support training and technical assistance programs.
- Assist with planning, development and onsite coordination of the MINCA Annual CAC/MDT Professional Development Conference.

**REQUIREMENTS** include the following:

- Proven work experience in coordinating multiple training events in an organizational setting.
- Adequate knowledge of learning management systems and web delivery tools.
- Familiarity with traditional and modern training methods and techniques.
- Proficiency with MS Office and/or similar database and word processing programs.
- Strong communication and organizational skills with the ability to handle multiple assignments.
- Bachelor's Degree in Education, Training, or related field. Applicants with equivalent training and/or work experience will also be considered.

## **EMPLOYMENT STATUS**

The Training Coordinator is a grant-funded, full time position of MINCA. The position requires at least 40 hours of work per week and the training Coordinator will often work a flexible schedule to accommodate the technical assistance and training needs of MINCA and its member CACs. Frequent travel in Michigan may be required.

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