

EAST JOB DESCRIPTION

JOB TITLE: Training Coordinator

DEPARTMENT: Operations

Summary: The Training Coordinator is responsible for all aspects of the planning, coordination and execution of student training in all training locations. This position works with the EAST staff, external trainers, and EAST schools to maintain a training schedule and plan that builds students' skills in EAST technologies and methodologies. The Training Coordinator maintains records, collects feedback, and provides reporting on student training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares overall student training annual plan including the type and number of sessions to be offered, the trainers, their training location and online training opportunities.
- Coordinates the logistics and delivery of student training at the EAST Training Center, Fayetteville Training Center, and regional training locations.
- Researches and identifies new trainers, training development, online training, and additional opportunities to enhance experiences provided to EAST.
- Seek out online training certification opportunities.
- Manages the student training budget.
- Collaborates with the technical support team on technical capabilities and technical needs including when equipment must be transferred.
- Manages training information on the EAST website by posting training details on the EAST website and public training calendar.
- Works closely with the EAST communications team to promote training opportunities.
- Trains the trainers on EAST expectations and methods and evaluate training for quality.
- Prepares and processes trainer contracts and cross checks invoices for accuracy.
- Offers internal and external feedback to trainers. Analyze feedback to inform internal planning decisions.
- Recruits training participants, update website rosters to track attendance, and offers certificates of completion to attendees.
- Reviews, updates and communicates the Registration Drop Policy and Registration Guidelines
- Tracks and coordinates training non-compliance issues.
- Completes post event training documentation for internal record purposes.
- Fosters relationships with external trainers and participants.
- Assures the readiness of trainers and training facilities.
- Represents EAST at promotional booths and events.
- Other duties as assigned

SECONDARY DUTIES AND RESPONSIBILITIES:

- Provides support to the Event Coordinator and participates on planning committees for the Annual Conference and other events.
- Assists with the coordination of presenters for events.
- Serve as a back-up in the Office Coordinator's absence by assuming the basic duties that role serves (front-end greeter, reception, mail collection and posting, etc.).
- Support the efforts of the Program Team. Examples could include digitizing legacy contracts, handouts/copies for Phase and Admin trainings, targeted emails, and/or update school records on the website.
- Provides logistical support related to EAST facility rental.

QUALIFICATIONS:

- Project Management experience preferred
- Ability to communicate and build relationships with a diverse population of interested parties (community-based, educators, students, business and government interests).
- Experience with instruction or training
- Experience negotiating contracts and managing budgets
- Proficient in the Office Suite and Google Products
- Basic knowledge of standard business practices

- Must be detail-oriented and organized and exhibit excellent time management skills
- Ability to make decisions and take calculated risks
- Adaptable and a team player
- Ability to solve problems and create accurate reports
- Ability to collaborate in teams
- Must have a current, unrestricted driver's license
- Must have the ability to travel by common carrier

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in a related field or equivalent experience in training coordination

LANGUAGE SKILLS:

- English language: including punctuation, spelling, grammar, and writing technique
- Excellent written and verbal communication skills

REASONING ABILITY:

- Ability to problem solve using deductive reasoning skills in a timely manner

MATHEMATICAL SKILLS:

- Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

PHYSICAL DEMANDS:*

- Ability to occasionally lift 35 pounds
- Ability to drive a car
- May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

**Requests for accommodation need to be directed to Human Resources.*

WORK ENVIRONMENT:

- Quiet to moderate noise level
- Fast paced and positive

Signature

Print Name

Date