



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Training Coordinator  
**JOB TYPE:** Full-Time, At-Will, Salaried Position  
**SALARY:** \$55,000-\$65,000

### **POSITION SUMMARY:**

The Training Coordinator is responsible for the coordination and implementation of training and technical assistance to the programmatic portfolio of The Community Partnership for the Prevention of Homelessness.

### **ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:**

- Scheduling training sessions and updating the training calendar for TCP's Programmatic Portfolio.
- Identify and secure monthly training locations.
- Generate reports, create and update training presentations, and conduct research valuable to the improvement of the current training curriculum, the position and assigned tasks.
- Prepare invoices for vendor payment.
- Maintain and update the subcontractor training contact list.
- Serve as a representative of TCP at training meetings, record and file minutes.
- Creates and designs training materials for distribution to TCP's programmatic portfolio.
- Coordinate material delivery for all electronic or in person training sessions
- Participate in contract negotiations with training vendors.
- On-boards training contractors and communicates regularly or as needed to discuss changes in scheduling and curriculum content, received feedback and improvements in training delivery or content.
- Facilitates monthly Homeless Services Reform Act and Language Access training for all providers within the Continuum of Care.
- Researches training opportunities for TCP's programmatic portfolio and ensure training curriculum meets best practices, applicable local land federal regulations
- Provide oversight to the development, evaluation and revisions of all trainings for the programmatic portfolio
- Revises and updates the agencies training policies and procedures manual as needed.
- Manage record of all training sign-in sheets, training evaluations, contracts, memorandums of understanding, and other supporting documentation in filing system.
- Other special projects and duties as assigned.

- Other duties assigned as deemed appropriate

### **QUALIFICATION/ REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

### **EDUCATION/QUALIFICATIONS**

- Bachelor's degree or equivalent combination of education and experience.
- Bilingual in English and Spanish a plus

### **REQUIRED SKILLS AND ABILITIES**

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Outstanding organizational and planning skills.
- Ability to effectively prioritize and manage multiple tasks at the same time.
- Comfort with public speaking and providing instruction to large groups.
- Ability to conduct self-directed work and/or function as a part of a team.
- Familiarity with Dropbox, Eventbrite, Survey Monkey, Google for office, SmartSheet, GoToMeeting and Qualtrics a plus

### **APPLICATION PROCESS**

- Email a cover letter and resume to Jose Lucio ([jlucio@community-partnership.org](mailto:jlucio@community-partnership.org)) with Training Coordinator in the subject line.
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

*The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.*

*If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307)*