



Children's Alliance of Montana Training Coordinator Job Description 2019

Position Title: Training Coordinator
Reports To: Executive Director of CAM
FLSA: Exempt
Approved By: Board of Directors
Date: March 2019

POSITION PURPOSE

The Training Coordinator (Coordinator) will support the executive director in facilitating the goals and objectives of the Mission of the Children's Alliance of Montana (CAM), the Grants used to fund the position, and the Board Strategic Plans. The Training Coordinator will report to the Executive Director. The Executive Director will supervise the Training Coordinator. The training coordinator will coordinate the logistics, participants, and trainer activities of the Children's Alliance of Montana.

DUTIES:

- Coordinate the logistics of CAM sponsored trainings which may include: Identifying training space, coordinating registration, coordinating presenter travel and logistics, and obtaining and preparing handouts, name tags, and training supplies.
- Attend CAM sponsored Trainings to manage registration, presenter and participant logistics Assist the ED in the planning, implementation, and evaluation of trainings, programs, projects, and services of CAM, including:
 - The CAM Outcome Measurement System (OMS) Project as presented by the National Children's Alliance
 - Preparing and Summarizing Training Evaluations

- Collecting and Consolidating Data from collaborative projects including such projects as the TF-CBT Collaborative, the NCA Mental Health Assessment Project.
- Preparing needs assessments and coordinating technical assistance and on-site training activities to assist communities and CACs in achieving accreditation or re-accreditation with the National Children's Alliance.
- The Training Coordinator will attend and assist the ED in facilitating electronically or face-to-face regular Subcommittee meetings at the request of the respective Subcommittee chair(s). Additionally, the Training Coordinator may further assist Subcommittee chairs by participating in meetings, preparing data to be used by the Subcommittee, notifying Subcommittee members of meeting dates/times, preparing the Subcommittee agenda, and preparing notes and minutes of Subcommittee meetings.
- Professionally and appropriately represent CAM at CAM approved training and outreach events as assigned.
- Provide administrative support to the Executive Director and Board as assigned.
- Provide grant support including preparing assigned grant reports and invoices, assisting in preparation of grant proposals, assisting in compiling statistics for grant reporting, and managing grant related files and correspondence.
- Represent CAM at meetings assigned by the Executive Director.
- Travel to other CAC offices, trainings, or meetings as assigned.
- Clean and tend to CAC facilities as assigned.
- May involve assigned work scheduled outside of normal work hours such as community events, meetings, trainings, and travel.
- Provide clerical tasks including answering phone inquiries, filing, copying, preparing correspondence, checking mail, running errands, maintaining file systems, and supplies.
- Assist the ED in updating and maintaining the Children's Alliance of Montana website.
- Other duties as assigned.

ANNUAL EVALUATION:

The Executive Director will conduct an annual evaluation of the Training Coordinator to provide feedback, assessment, and identify areas for professional growth.

Qualifications:

- Bachelor's Degree or equivalent work experience
- Experience in training coordination and grant reporting
- Computer Skills including Microsoft Office, Social Media, and Website Support
- Strong work ethic and organizational skills, and upholding strict confidentiality.
- Valid Driver's License, access to transportation, and vehicle insurance.
- Satisfactory criminal / DPHHS background check.