



**JOB TITLE:** Training Coordinator

**DATE WRITTEN:** August 2021

**FUNCTIONAL AREA:** Administration

**DATE APPROVED:** August 2021

**REPORTS TO:** Director of Operations

**PREPARED BY:** Patricia Hibbeler

**GRADE:** Full time - Exempt

**SALARY:** DOE

**POSITION SUMMARY:**

Training Coordinator is responsible for oversight of the training system at the Phoenix Indian Center. This includes communicating with managers and administration to identify training needs and mapping out development plans for teams and individuals. Training Coordinator is responsible for managing, designing, developing, coordinating and implementation of all training programs. This includes maintaining a database of all people trained in specific curriculum, organizing training of trainers when necessary, and implementation of an organization-wide training system. The position will work closely with Program Managers for determining training needs. Duties include implementing training programs through a set of standard procedures to include reviewing feedback data from previous training programs to determine success in learning a particular skill and evaluation of trainer/facilitator during implementation of curricula. Training Coordinator is responsible for maintaining a database of trainers/facilitators for all organizational curricula implemented in the service areas, identifies outside trainers/consultants and organizes contracts.

**MAJOR FUNCTIONS:**

- Assess organizational training needs and modify existing training programs or develop innovative new programs to meet the needs of our organization and team members.
- Develop and maintain database of all trained facilitators for all curricula and organize training of trainers when necessary
- Evaluate the performance and teaching methods of current facilitators and provide recommendations for improvement in methods and training approaches.
- Arrange for mentoring or co-facilitator for newly trained facilitators with a seasoned facilitator to familiarize and guide towards expert facilitation/implementation of the curriculum
- Develop educational materials as needed, including visual aids, multimedia learning tools and training manuals.
- Schedule continuing skill development and technical training classes for existing trained individuals. Stress the importance of continual growth and learning.
- Cooperate with management to create and conduct surveys designed to identify specific training needs within the organization or support training for external curriculum facilitators.
- Utilize a variety of methods such as demonstrations, workshops, classroom training, meetings and on-the-job training to make continuous training and development an interesting and dynamic process.
- Instruct supervisors and instructors in effective methods for dealing with employees and training them in their various responsibilities.
- Identify internal and external training programs to address competency gaps

- Organize, develop or source training programs to meet specific training needs
- Liaise with subject matter experts regarding instructional design
- Develop training aids such as manuals and handbooks
- Map out training plans for the organization
- Present training programs using recognized training techniques and tools
- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, on-the-job coaching for facilitators and more
- Design and apply assessment tools to measure training effectiveness and trained curricula facilitators
- Track and report on training outcomes
- Provide feedback to program participants and management
- Evaluate and make recommendations on training material and methodology
- Develop and maintain records and the database for the training system
- Handle logistics for training activities including venues and equipment
- Establish and maintain relationships with external training suppliers
- Coordinate off-site training activities as necessary
- Manage and maintain in-house training facilities and equipment
- Keep current on training design and methodology bringing exciting and new methods to all trainings
- Creates training exercises that will enhance the growth and development of the participants.
- Organizes and obtains training procedure manuals and course materials such as handouts and visual materials
- Ensures relevance and effectiveness of curriculum and develops/facilitates learning experiences that are developmentally appropriate, engaging, hands on.
- Periodically reviews and updates materials and creates lesson plans incorporating new or updated information by conducting research to ensure materials and information is in accordance with current industry practices
- Prepares and submits monthly reports.
- Establishes and maintains professional working relationships with organization team members and within the community.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education and two years experience or any equivalent combination of education and experience
- Experience with training curriculum development and implementation
- Excellent facilitator/trainer skills
- Knowledge of adult instructional and learning theory and principles
- Knowledge of instructional design and training methodologies
- Knowledge of learning management systems and competency assessment
- Strong problem-solving skills
- Attention to detail
- Excellent grasp of English grammar and communication skills
- Excellent verbal and written communication skills
- Knowledge of the social, educational and economic issues of off-reservation Native American population
- High proficiency in Microsoft office suite

**PREFERENCE:**

In accordance with the Indian Preference Policy, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

**Note - All staff requirement:**

- Must have or able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements

**SUBMIT CURRENT APPLICATION PACKET TO INCLUDE:**

- A complete Application Packet includes (1) cover letter, (2) resume (3) supplemental information form
- Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)
- Mail Service: PHOENIX INDIAN CENTER, INC. - Personnel | 4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012
- PH: 602-264-6768 | FAX: 602-274-7486
- [www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us
- NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)