



LEAD TRAINER/ COORDINATOR

Hybrid

Location: Main Office/Hybrid/Training Location

Starting Salary: \$46,000.00

Job Type: Non-exempt, Full Time 40 hours, Hybrid

Closing Date: September 1st, 2023

Reports to: Director of Operations

KEY RESPONSIBILITIES

FAVOR Inc. provides direct services to families with children who have medical, mental, or behavioral health challenges. Our Training Coordinator will take the lead in administering the FAVOR Learning and Leadership academy. Activities will include, delivery of training to FAVOR staff, business partners, community partners and volunteers. The incumbent will work with their direct supervisor to identify training needs as they relate to the 11 core competencies needed for peer certification.

The training coordinator will be responsible for recruitment of participants/partnering agencies, event planning, presentations, marketing and information distribution, creating marketing materials, and data collection.

DUTIES/RESPONSIBILITIES

- Facilitate training as a lead trainer
- Produce training schedule and virtual training agendas
- Execute training sessions, webinars, and training programs
- Keep and report data on completed courses, attendance, absences, issues, etc.
- Observe and evaluate the results of the training program
- Determine the overall effectiveness of the training program and make improvements
- Marketing the FLLA
- Developing and coaching staff and volunteer trainers
- All other duties as assigned

REQUIRED SKILLS AND ABILITY

- Knowledge of training techniques and tools
- Excellent organizational and time management abilities
- Thorough understanding of a good range of computer software including word processing, desktop publishing, databases spreadsheets, and use of the internet
- Ability to patiently explain material to a range of diverse audiences
- Excellent verbal and written communication skills

- Ability to work independently and as a member of the team
- Excellent Interpersonal skills
- Ability to comprehend, evaluate, negotiate, plan and execute

EDUCATION AND EXPERIENCE

- Knowledge of systems of care
- Familiar with children's behavioral health resources
- Experience providing assistance to someone who has a mental or behavioral health need
- Knowledge of CTWRAP, local systems of care and community resources available to families
- Understanding of family directed and culturally competent family supports
- Bachelor's degree, preferably in communication or related fields
- At least two years of experience in training required

PREFERRED QUALIFICATIONS-NOT REQUIRED

- Bilingual ability to read, write and speak English/Spanish proficiently
- Lived experience preferred

SPECIAL REQUIREMENTS

- Incumbent is required to possess and retain a valid Motor Vehicle Operator's license
- Incumbent must have vehicle and valid car insurance
- Background check required
- Incumbent will be required to travel

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 30 pounds at times

Revised 08/22/2023