

TRAINING AND EDUCATION COORDINATOR – PT (20 hours)

Roles and Responsibilities

DESCRIPTION

Reporting to the Executive Director (ED), the part-time Training and Education Coordinator (TEC) will be responsible for managing all of Araminta's church and community prevention and intervention education programs. The TEC will work collaboratively with the senior management team to execute professional training programs and mobilize Araminta's certified volunteer presenters in both church and community settings, while effectively tracking education program data and impact.

RESPONSIBILITIES

1. Training

- Point of contact for all Araminta trainings and presentations, including adult and youth curriculums
- Lead presenter for all professional prevention and intervention education
- Collaborate with Communications Manager to develop training materials
- Maintain training content with current statistics and associated resources

2. Administration and logistical management

- Manage all training and presentation requests
- Maintain Araminta training calendars
- Manage the Volunteer Certified Presenters program
- Collaborate with Volunteer Coordinator to coordinate volunteer utilization and training needs
- Meet with the Executive Director bi-weekly to report the activities of program
- Attend meetings related to Araminta's training and education program expansion as requested
- Generate monthly reports on program data and overall impact
- Collaborate with Survivor Services Program Manager for all suspected CST case consultations and referral services resulting from presentations

3. Development of on-going training evaluations and program outcomes

- Maintain data collection
- Collaborate with research specialists and COO to report educational program impact

QUALIFICATIONS

- ✓ Minimum of a BA, MA preferred (Social Work, School Counseling, or Advanced Educational Degree) and 5 or more years' experience
- ✓ Excellent training and presentation skills
- ✓ Experience developing training and education for both adult and youth learning styles
- ✓ Demonstrated success in program management and evaluation
- ✓ High proficiency in computer skills including Microsoft Office suite, presentation software, and data collection tools (Survey Monkey, etc.)
- ✓ Ability to work collaboratively with multi-disciplinary teams
- ✓ Highly relational with the ability to communicate and work cooperatively with different types of personalities
- ✓ Experience working in socio-economically diverse organizations or urban outreach strongly preferred
- ✓ This position requires frequent travel throughout Baltimore County, Baltimore City, and Prince George's County

While not required, higher consideration will be given to those who are already actively engaged with Araminta's mission and have completed volunteer training.

To apply for this position, please email contact@aramintafreedom.org to request an application and submit a copy of your resume.