



## **JOB POSTING: CommQuest Training Coordinator**

CommQuest is seeking a *part time* **Training Coordinator** to lead our employee development initiatives through hosting and promoting training events and educational programs. The ideal candidate would work approximately 25 hours per week to assist CommQuest in providing our required trainings as well as managing, designing, developing, coordinating and conducting all training programs for CommQuest staff and community partners. The hours for this position could be flexible.

### **Job Responsibilities include:**

- Mapping out training plans and schedules, designing and developing training programs (outsourced or in-house) for clinical, leadership, compliance, and any other trainings needed.
- Choosing appropriate training methods per case (online, competency-based, professional development classes, etc)
- Marketing available training opportunities to employees and community partners while providing necessary information.
- Creating appropriate certificates to distribute to attendees of training.
- Submitting CommQuest training to different licensing boards to gain CEUs.
- Communicating with managers to identify training needs and mapping out development plans for teams and individuals.
- Take part in Staff Development Committee to gain ideas and execute them. and Training Coordinators are responsible for managing, designing, developing, coordinating and conducting all training programs.
- Design, prepare and order educational aids and materials
- Use known education principles and stay up-to-date on new training methods and techniques
- Gather feedback from trainers and trainees after each educational session
- Maintain updated curriculum database and training records
- Host train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and equipment
- Research and recommend new training methods

Our ideal candidate will be an independent thinker and worker as this position is newly created. Must have some knowledge of various training methods and will work on multiple projects at one time. Familiarity with traditional and modern job training methods and techniques is extremely helpful. Must be proficient in Microsoft Applications, as well as have the ability to learn new programs easily. Organizational skills are a must.

**Interested parties, please send Resumes to: [HR@commquest.org](mailto:HR@commquest.org). Please include which position you are applying for in the subject line of the email.**

*We are an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*

[www.commquest.org](http://www.commquest.org)

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