



Engagement. Voice. Success.

Job Title: Training Coordinator
FLSA Classification: Non-Exempt
Annualized FTE: 1.0 FTE
Supervisor: Sarah France Ullmer, National Service Director
Closing Date: January 22, 2019

Our Organization

Minnesota Alliance With Youth works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

Position Overview

The Training Coordinator will be responsible for coaching and supporting a cohort of individuals serving statewide as AmeriCorps Promise Fellows, serving over 6,000 youth annually. The Coordinator will serve alongside an AmeriCorps team of staff to provide direct assistance to AmeriCorps members and sites, as well as act as support for other organizational efforts. The ideal candidate will have strong interpersonal skills, training and facilitation experience, high attention to detail, a background in education, professional communication skills, and an ability to work effectively both independently and as part of team. An interest and/or experience in educational equity and National Service strongly preferred.

Position Responsibilities:

AmeriCorps Member & Host Site Support, Training & Coaching

- Coach, troubleshoot with & meet regularly with Promise Fellows and host sites
- Develop, organize, & facilitate training to build the skills of AmeriCorps Promise Fellows and ensure host sites implement the Promise Fellow model with fidelity; collaborate with team of trainers to develop training curriculum
- Conduct site visits both for monitoring and planning purposes
- Assist with developing procedures
- Mediate and problem-solve between sites and members as needed
- Collaborate with staff on program development and evaluation
- Review and track host site applications, assist with selection decisions, and follow up with clarification items as needed
- Support auditing of member files
- Support the oversight of member data tracking requirements
- Support AmeriCorps recruitment efforts to enroll and retain 220 AmeriCorps members
- Attend ServeMinnesota meetings and support efforts to increase awareness of AmeriCorps

Organizational Support

- Support AmeriCorps operations compliance requirements
- Assist with compliance & monitoring requests for AmeriCorps
- Assist with annual special event planning
- Serve as a champion of the Alliance by sharing and promoting our core values and mission

Desirable characteristics and areas of expertise:

- Demonstrated experience incorporating the perspectives of multiple communities, especially communities of color, in the consideration of impacts and outcomes of Promise Fellow training
- Strong understanding of and experience in education and youth engagement
- Experience and/or passion for AmeriCorps
- Strong training skills; able to provide information and translate the Promise Fellow model into action
- Curriculum and training development experience
- Team-oriented: values group processes, comfortable with group problem solving, eagerness to work collaboratively
- Self-motivated: able to see tasks/projects through from start to finish
- Organized: able to maintain records of information gathered, can determine most relevant information and present in thorough and concise manner

- Computer literate: familiarity with Word, Excel, PowerPoint, data tracking systems, etc.

Requirements:

- Bachelor's degree preferred
- Minimum of 3 years of experience and/or education
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Attention to detail is high priority; able to juggle multiple projects and deadlines concurrently
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Effective facilitation and training experience
- Adaptable: able to shift focus in response to evolving organizational needs
- Pro-active: able to anticipate tasks/needs and plan accordingly
- Ability to manage large scale programs
- Access to reliable transportation is a must, some outstate travel is required
- Ability to work occasional evenings and weekends
- Ability to perform sedentary work as required

Salary range is \$38,000 - \$41,000, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in St. Paul, MN. **To apply**, interested candidates must complete a cover letter, resume, and provide three references. Please send all required materials electronically to Kita Yang at kyang@mnyouth.net and include in the subject line *Training Coordinator*. **Deadline to apply is Tuesday, January 22nd**. No phone calls please. Anticipated start date is February/March 2019.

To learn more about the Minnesota Alliance With Youth, visit our website at: www.mnyouth.net.

Please note: We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply. The Alliance is proud to be part of Employers of National Service.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by the Corporation for National and Community Service. Employment is contingent on the successful completion of required background checks.