

Position Title:	Training Coordinator	Department:	Dispute Resolution Center
Reports to:	Mediation Program Manager	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	November 2018	Supervises:	Yes No <input checked="" type="checkbox"/>

GENERAL FUNCTION: Coordinate the training schedules, students, projects and outreach. Assist with wide variety of training programs including but not limited to Basic Mediation, Family, Workplace, Trauma, and new trainings. Market trainings to organizations, individuals and federal/state entities through mail, phone and internet. Coordinate and organize projects, logistics and delivery of all trainings.

QUALIFICATIONS:

- Bachelor's degree preferred; or equivalent experience
- Experience in project coordination, outreach, marketing and customer service
- Experience coordinating daily activities and/or training calendars
- Demonstrated belief in alternative dispute resolution processes
- Effective written and verbal communication skills
- Attention to detail a must
- Highly developed interpersonal skills with the ability to work cooperatively with staff, students and community
- Ability to prioritize and work independently on complex tasks
- Basic proficiency in computer and word processing skills

PRINCIPAL ACTIVITIES:

- Coordinate all functions of the training department
- Prepare training material
- Process student registrations and fill classes
- Establish and promote relationships with students
- Schedule speaking engagements and presentations
- Liaison to the public, community and citizens
- Market conflict resolution services to businesses, schools, agencies, etc.
- Prepare and write marketing materials
- Coordinate and prepare special projects as assigned
- Other DRC duties as assigned

If you wish to apply for this position, please email your cover letter and resume to:
recruiter@voaww.org.

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