



Training Coordinator (RPSA)

Summary: ICOY is seeking a Training Coordinator for our growing team responsible for coordinating, facilitating, implementing, and monitoring mandatory and quality enhancement trainings, assisting and providing technical assistance to the recipients of the Illinois Department of Human Services (IDHS) Reimagine Public Safety Act (RPSA) funding throughout the state of Illinois. The ability to travel and work some evenings is required.

Essential Duties and Responsibilities:

- Coordination of Trainings & Meetings
 - Work with the Training Manager to maintain the development and coordination of an annual training and meeting calendar for grantees funded through the Reimagine Public Safety Act.
 - Support the Program Manager with coordination of meetings and trainings contracted through IDHS.
 - Ensure logistics trainings, including the trainers, securing locations if necessary, managing registration, and all other coordination needs such as pre and post training emails with evaluation surveys and resources.
 - Assist trainers with technology by providing training run-throughs. Adapt and manage registration process and resource distribution for Zoom.
 - Act as tech-support point person during all trainings to help when issues arise with trainers or participants.
 - Respond to any questions and/or concerns regarding training logistics and implementation from trainers and registrants/attendees.
 - Carry out all distribution of evaluations, certificates of attendance, and continuing education units (CEUs) for all trainings.
- Support with Quality Assurance
 - Track attendance and evaluation reports for all trainings and meetings on Salesforce
 - Complete at least one training observation on each contracted trainer per year
 - Ensure all training agendas, presentations, and materials are tracked and saved to the ICOY SharePoint network for historical reference
- Support the ICOY Team
 - Work in collaboration with the ICOY's Programs team and other departments as needed
 - Participate in program team and all staff meetings
 - Generate training reports for DHS including quarterly and annual reports and ICOY impact reports in collaboration with the Training Manager.
 - Work in collaboration with other RPSA Training/Technical Assistance Committee members to assist in development of annual training needs assessment survey
 - Collaborating with the Training team for IDHS Monthly Training Newsletter updates
 - Represent the mission of ICOY at all related events, meetings, workshops, and conferences.

Preferred Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Time Management and Organization - ability to plan and manage tasks clearly and efficiency
- Attention to Detail - ability to complete assignments efficiently with high degree of accuracy
- Critical Thinking and Problem Solving – ability to tackle a problem systematically
- Written and Oral Communication – ability to organize thoughts and ideas in alignment with program goals
- Adaptable and Innovative - ability to develop new processes and accepts new challenges
- Collaborative and Inclusive - ability to develop partnerships in and outside of ICOY; commitment to inclusivity
- Diversity, Equity, and Inclusion (DEI) – high priority towards the incorporation of racial and ethnic equity in all job responsibilities and roles

Preferred Qualifications:

The qualifications listed below are representative of the knowledge, skill, and/or ability for this position:

- Bachelor's degree preferred in public administration, social work, public health, or other related fields
- Consideration will be given to individuals without a bachelor's degree and with relevant work experience
- Experience building positive relationships within teams and external parties
- Knowledge of computers, including proficiency in Microsoft Office applications, Salesforce, and the Internet
- A valid driver's license and current auto insurance are recommended

Compensation:

\$45,000 depending on years of experience and qualification. ICOY offers competitive benefits, including health, dental, and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: This position is located at ICOY's Chicago office located in the loop. However, this position is open to IL state-wide candidates. Travel may be required of this position to provide training, consultation, and participation in meetings as required. At this moment, we are working a hybrid model that requires us in office twice a week in response to the COVID-19 pandemic and will continue to assess remote work strategies in accordance with public health guidelines.

Application Instructions:

Hiring urgently, please submit a resume, cover letter and 1-2 page writing sample to Randi Slack, Director of Training & Program Development, rslack@icoyouth.org

Start Date:

As soon as possible

ICOY is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.