



Training Coordinator

Summary: ICOY is seeking a Training Coordinator to join our growing team. This role is responsible for coordinating and monitoring statewide training curriculum. You will lead efforts to improve training systems, coordinate the delivery of training curricula, and support internal and external meetings with stakeholders across Illinois. Additionally, you will provide technical assistance to Illinois Department of Human Services (IDHS) youth service providers throughout the state. The ability to travel and work some evenings is required.

Essential Duties and Responsibilities:

Coordination of Training Curriculum (60%)

- Work with the Training Department to maintain the development and coordination of trainings and events across all state and federal contracts.
- Collaborate with the Training Department and Communications teams to publish training curriculum on the ICOY website calendar across all contracts.
- Ensure logistics for virtual and in-person trainings, including the trainers, securing locations, managing registration, and all other coordination needs such as pre-and post-training emails with evaluation surveys and resources.
- Provide tech support to internal and external trainers, including conducting training run-throughs, monitor zoom chats, and assist with registration processes and resource distribution for trainings.
- Support the day of with checking-in/registering attendees and other day of coordination that's needed.
- Respond to any questions and/or concerns regarding training logistics and implementation from trainers and registrants/attendees.
- Collaborate with members of the Training Department to contribute to the development of the annual program needs assessment.
- Record and edit training sessions for Recorded Training Library on the ICOY website.

Quality Assurance (30%)

- Provide support to the Training Department with the distribution of certificates of attendance and continuing education units (CEUs) for ICOY trainings across all state contracts.
- Track attendance and evaluation data reports for trainings across all contracts on Salesforce and other ICOY software such as Typeform.
- Create monthly training attendance data reports for ICOY trainings and quarterly training attendance reports for PPR support.
- Ensure all training agendas, presentations, and materials are tracked and saved to the ICOY shared network for historical reference.

Support ICOY Team (10%)

- Attend and participate in all program team and all-staff meetings.
- Complete additional tasks as assigned by the Training & Trauma Initiatives Director.
- Collaborate with other ICOY departments as needed to support program initiatives.
- Represent ICOY's mission at relevant 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

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 remotely in response to the COVID-19 pandemic and will continue to assess remote work strategies in accordance with public health guidelines.

Compensation: \$50,000.00

Application Instructions:

Please submit a resume and cover letter to Gabriela Zamora, Director, Education & Resource Development

gzamora@icoyouth.org

Start Date:

December 2025

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.