



TRAINING COORDINATOR

Organization: The AMAAD Institute
Type of Work: Full-Time
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe and supportive healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy, while utilizing an approach that is especially relevant to those whom are disproportionately affected.

AMAAD is seeking a dynamic individual to serve as a Training Coordinator. The Training Coordinator works collaboratively with the Training Manager to develop unique training courses and programs for Transition-Age Youth (TAY) and for professionals and paraprofessionals that work with TAY youth. The successful candidate will have a strong knowledge of the best practices in developing and coordinating training in complex working environments.

Like all AMAAD employees, the Training Coordinator should demonstrate a strong commitment to the mission and values of AMAAD and should have substantial expertise in all areas of responsibility. Come join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

KEY RESPONSIBILITIES

Programmatic

- Assess learning and skill development needs of key stakeholders including TAY youth, professionals, paraprofessionals, local, state and national officials and subject matter experts;
- Work with Youth Diversion and Development team to develop and implement trainings/educational programs including asynchronous and synchronous trainings and courses as well as immersive and/or experiential learning experiences. This will include developing curricula, promoting, facilitating and even providing training/educational experiences;
- Gather and evaluate information on previous training/education to identify areas for improvement and areas that need additional training.

Operational

- Create and manage training schedules, manage all relations and contracts with subject matter experts/trainings in conjunction with the Training Manager, track attendance and provide quarterly process level outcome reporting;
- Attend seminars and meetings to learn new training methods and techniques and use the knowledge to prepare and coordinate future training sessions;
- Use digital and other marketing strategies to promote the training/educational opportunities and provide information on benefits to encourage participation;
- Recommend training materials and methods, order and maintain equipment, material, etc. and conduct meetings/training/educational event planning including managing facilities, equipment, curricula, materials, supplies, etc. needed for the trainings;
- May supervise staff and/or volunteers/interns/stakeholders;
- Other duties and responsibilities as assigned.

AMAAD Organizational Responsibilities

- Demonstrate enthusiasm for AMAAD Institute and a strong commitment to its mission in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender nonconforming people;

- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams, based on talent, skills, and interest.

SKILLS AND ABILITIES

- Demonstrated success assessing and communicating training needs and mapping out development plans for teams (i.e., managing, designing, developing, coordinating and conducting training programs);
- Enthusiastic team builder with strong leadership skills including: agility, adaptability, critical thinking, etc.;
- Ability to select appropriate training methods or activities (e.g., simulations, mentoring, on-the-job training, professional development, e-learning, etc.);
- Flexible, resilient, self-starter with a good sense of humor.

EXPERIENCE AND EDUCATION

- Two (2) years of experience in developing and coordinating training in a complex working environment;
- Bachelor's degree, welcomed, or the combination of education, training and experience commensurate with others in this position
- Excellent communication and writing skills;
- Functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

COMMITMENT:

- Monday through Friday, approximately 9:00AM – 5:00PM (occasionally later with some weekends depending on programming)

COMPENSATION:

- (\$26 - \$33hr) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases. Because we value staff tenure in each role, we do not currently cap salary ranges.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal opportunity employer. Black and Indigenous People of Color (BIPOC), and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

HOW TO APPLY

Qualified candidates please email a cover letter and resume to jobs@amaad.org. Please include all documents as one pdf file and use 'Training Coordinator' in the subject line.