

Position Vacancy Announcement

Job Description

Training Coordinator

Division: Technical Assistance and Training

Supervisor: TAT Division Director

Term: Permanent

Duties and Responsibilities:

The training coordinator will work closely with the TAT Division director, TAT staff, and other HAC staff to plan and implement HAC's training programs and develop its resources.

The ideal candidate will be a self-starter who is able to take initiative and present new ideas and approaches to undertaking HAC's training events and meeting HAC's training goals. The person must be flexible and easy going and work well under pressure. The person must be detail oriented and juggle multiple tasks effectively. The person must be willing to persist at a task to see it through completion and consistently meet deadlines. Extra hours of work are expected during crunch times prior to the national conference and at regional training events.

The broad responsibilities for the training coordinator include:

Assist with planning, coordinating, and convening HAC's regional training events

Responsibilities include identifying training locations; negotiating hotel and other contracts; handling training logistics; managing registration and scholarships; coordinating speakers, trainers, and their training requirements; coordinating the preparation of training materials; assisting with preparing and monitoring budgets; travel to training site to coordinate logistics as needed; assisting with close out activities including preparing final budget and event reports.

Assist with planning, coordinating, and convening HAC's National Rural Housing Conference

Responsibilities include assisting with coordinating all aspects of the national conference including: corporate and co-sponsor fundraising; budget preparation and tracking; conference publications including post cards and program of events; registration and scholarships; special events and entertainment; exhibitors; catering; signage; conference give-aways; training workshops; audiovisual requirements; HAC staff participation and coordination; VIP assistance; and the rural housing awards.

Prepare and maintain HAC's training calendar

Work with TA staff and eventually other HAC staff to maintain a training calendar. The calendar will include HAC training events and other events where HAC staff provides training. A separate component of the calendar will include ongoing training events co-sponsored by HAC and where HAC provides exhibit materials.

Plan and convene a series of audio-web training workshops each year

Coordinate the preparation of a series of topics and roster of guest speakers to provide audio-web training on a range of topics. Convene training events and undertake marketing and publicity activities. Handle registration and follow-up on training events.

Develop and maintain HAC's training resource library

Responsibilities include collecting, cataloguing, and maintaining training resource materials for a training resource library.

Coordinate the development of standardized training modules and other training resource materials

Work with TA staff to develop standardized training modules including training curriculum, presentation materials, and resources and hand outs.

Prepare and maintain a roster of training consultants and partners

Participate in developing and updating training resources on HAC's web site

Participate in all activities of the Technical Assistance and Training division

Perform other duties as assigned

Qualifications:

Prior experience coordinating training events and/or conferences

Demonstrated understanding of/interest in rural housing and community development

Excellent and proven organizational skills

Experience and proficiency with Microsoft products: Access, Excel, Word, Publisher

Experience preparing and monitoring program budgets

Effective oral and written communication skills

Strong interpersonal skills and demonstrated ability to interact with a range of stakeholders, sponsors, staff

Ability to work under deadlines and handle multiple tasks

Experience organizing information products/ resource databases

Proven strong negotiation skills

Salary:

Negotiable.

To apply:

Send a cover letter along with salary history/requirements and resume to:

Michael Spotts
Housing Assistance Council
1025 Vermont Avenue, NW, Suite 606
Washington, DC 20005
E-Mail: Michaels@ruralhome.org

Or FAX to 202-347-3441

Applications will be accepted till the position is filled.

The Housing Assistance Council is an equal opportunity employer. Minorities are encouraged to apply.