



TRAINING COORDINATOR

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development. We deliver technical assistance, training and affordable loans to local organizations, and shape federal policy and the affordable housing industry with research, information, and policy development. At HAC, we celebrate the rich diversity of rural America and proudly maintain a diverse staff and Board of Directors. We are an equal opportunity workplace whose decades of success come from being open, inclusive, and connected to each other. HAC's hiring and employment practices treat everyone fairly and equally regardless of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. Black, Indigenous and people of color are strongly encouraged to apply.

POSITION DESCRIPTION

The Training Coordinator is a full-time position that will work collaboratively with and serve as the immediate backup to the Director of Training and Technical Assistance to support the successful management and delivery of HAC's training activities as well as its biennial National Rural Housing Conference. The Training Coordinator will be responsible for organizing training and events related to HAC's annual programs training calendar, with a focus on in-person events — including virtual engagements.

The role requires strong logistical training events experience, exceptional attention to detail and a passion for creating high-quality training events for attendees. The Training Coordinator must be able to effectively manage all aspects of registration, virtual and on-site coordination, staff coordination and guest speaker participation.

The position comes with a competitive salary, generous benefits, and the opportunity to work in a fun and mission-focused environment.

PRIMARY RESPONSIBILITIES

The Training Coordinator will be responsible for supporting every part of event preparation and evaluating success afterward. As the Training Coordinator, excellent communication and attention to detail are vital, as our success depends on maintaining and exceeding our established standard

of excellence. Specifically, the Training Coordinator works directly with staff across the organization to coordinate and support training activities, marketing, registration, and overall event planning.

The ideal candidate will possess strong communication skills, a high standard of professionalism, and come with excitement and diligence, along with the following:

Required

- Minimum two years of training events planning experience, or related experience in a non-profit, education, or membership organization.
- Ability to maintain a high level of customer service to multiple groups and people of diverse backgrounds
- Keen attention to detail with the ability to multi-task.
- Ability to effectively communicate information in one-on-one and small group situations.
- Ability to read, analyze, interpret, and process common invoices/billing documents.
- Proactive, forward thinking with the ability to perform under pressure while maintaining a professional demeanor.
- A positive attitude and professionalism, working well under pressure, treating others with respect and consideration regardless of their status or position, accepting ownership of assignments and taking accountability for one's own actions.
- Proficiency in Microsoft Office 365, Adobe Acrobat, and ability to quickly learn other programs or software that assists with job responsibilities.

Preferred

- Experience in negotiation and contract administration.
- Familiarity working in CRM and LMS systems.

COMPENSATION AND BENEFITS

HAC offers a competitive compensation package with excellent benefits and growth opportunities. Our generous benefit package includes health insurance; life and other insurance; and a retirement plan with an employer match.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position will operate in a professional office environment. Must be able to travel on occasion for larger training events and the biennial National Rural Housing Conference. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.
- Occasional evening and weekend overtime required.

The responsibilities listed above are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended to be a complete list of all responsibilities and duties required of staff members. The job description will be reviewed periodically as duties and responsibilities change with business necessity.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices based on race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email resume and brief cover letter (along with salary requirements) to jobs@ruralhome.org with "Training Coordinator" in the subject line. Applications considered as received, with interviews starting immediately.

Position Title	Training Coordinator
Reports to	Director, Technical Assistance & Training
Business Unit	Training & Technical Assistance Division
Location	Varies
FLSA Status	Exempt
Employment Status	Full-time, Permanent
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.