

WE'RE HIRING

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JOB TITLE:

Training Coordinator - Social Work Grants - Evidence-Based Practices (Posting 14924)

EMPLOYMENT STATUS:

100% FTE, start date ASAP. Grant-funded, casual position, benefits-eligible, with a grant renewal date of 6/30/2025.

This position will facilitate and develop online trainings for the [California Training Institute \(CalTrin\)](#). CalTrin serves staff of family strengthening and child abuse prevention organizations in California, including family resource centers, Child Abuse Prevention Councils, community-based organizations, and other child- and family-serving systems. As part of the CalTrin team, this position will manage and coordinate the CalTrin training program.

RESPONSIBILITIES INCLUDE:

1. Training facilitation and development
 - Host and facilitate interactive, live, online trainings for professional audiences, including producing and “behind-the-scenes” support of trainings on Zoom platform.
 - Design, develop, and implement online curricula and virtual training programs (outsourced and/or in-house), including assessments and supplemental learning materials.
 - Select appropriate training methods and activities to maximize virtual audience participation and engagement.
 - Use adult learning principles and stay up-to-date on new training methods and techniques.
2. Project management
 - Utilize and update project management platform to plan, track, and manage training initiatives and contracts.
 - Maintain updated training database and records for reporting and evaluation purposes.
 - Manage subject matter expert and trainer relationships, including onboarding and event preparation.
 - Maintain and support online learning management system.
 - Troubleshoot and address technical problems on learning platforms.
3. Partner with stakeholders and represent project at collaborative meetings

PREFERRED EXPERIENCE

- Conducting interactive trainings via Zoom, WebEx, or similar
- Asana or other project management software
- MailChimp, Constant Contact, or similar
- Alchemer, SurveyMonkey, or similar



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