

Position Title: Training Coordinator
Reports to: Senior Director of Programs

Interested applicants should submit a cover letter and resume to Shae Sutton at ssutton@naphsis.org by Friday, August 21, 2020 at 5:00pm EST.

NAPHSIS seeks a dedicated, independent and enthusiastic individual for a full-time position developing and coordinating NAPHSIS trainings for members and jurisdiction staff. This individual will work with the Senior Director of Programs and other staff to develop and implement a training program to meet NAPHSIS goals and objectives. He/She will be responsible for identifying training needs, managing, designing, developing, coordinating and conducting all training programs.

Our ideal candidate has experience with in-person and virtual training, mentorship programs and e-learning. He/She should also be familiar with training platforms, equipment and educational material requirements.

The individual must be able to work well independently, with colleagues, with NAPHSIS members and with the public. He/She will contribute to other projects as assigned.

Job duties include:

- Design and develop a vital records/health statistics training curriculum
- Conduct training needs assessment and identify skills or knowledge gaps that need to be addressed
- Research and prepare educational materials
- Selection and coordination of speakers for both virtual and in-person training
- Work with marketing manager to promote training and provide necessary information about sessions
- Gather feedback from trainers and trainees after each educational session
- Partner with internal stakeholders and liaise with staff and partners regarding instructional design
- Maintain updated curriculum database and training records
- Participation and/or support of NAPHSIS meeting program committees

The individual should be able to demonstrate the following qualifications:

- Experience working public health; vital records experience preferred
- Hands-on experience coordinating multiple training events
- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Experience with learning management systems, virtual training platforms and web delivery tools
- Ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)

- Familiarity with traditional and modern training methods and techniques
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments
- Ability to work independently
- Self-motivated
- Excellent written and verbal communication skills
- Attention to detail

Physical Demands:

The physical demands described here are representative of those that must be met by a colleague to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May require lifting up to 45 pounds.

While performing the duties of this job, the colleague is required to sit for long periods at a time; type using a computer keyboard; visually read information off of a computer monitor; talk, hear, and orally communicate information over the telephone. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

Special Requirements:

Travel out of town averages 1 - 2 (2-3 day) trips per quarter.

Location:

Any of the 50 United States

NAPHSIS offers a remote work environment