



Title: Training Coordinator	Reports to: Director of Capacity Building
Department: Capacity Building	Status: Part-time

Who we are:

[Grounded Solutions Network](#) is a national nonprofit formed by the merger of the [National Community Land Trust Network](#) and [Cornerstone Partnership](#). We are dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

At Grounded Solutions Network, we know what policies and strategies work, and we help communities use them. We work nationally, supporting nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need. We bring together an extensive network of member practitioners from local communities who have a deep understanding of best practices for the sector. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

Grounded Solutions Network is committed to building a racially and culturally diverse team. We encourage candidates from all backgrounds to apply. We know that our work is empowered by a staff that is rich in diverse thoughts, perspectives, cultures, and human identities.

About the Position:

Grounded Solutions Network has a long history of providing top-notch trainings virtually, in-person and at our annual national conference, *Intersections*. Throughout the year, Grounded Solutions reaches hundreds of people through webinars, e-learning sessions and place-based trainings. Our largest audiences are community land trust and shared-equity practitioners, inclusionary housing administrators, affordable housing advocates and researchers.

The Training Coordinator will be the point person for all virtual and place-based trainings and will play a significant support role on *Intersections* 2017. More specifically, the Training Coordinator will be responsible for coordinating the monthly e-learning series and quarterly webinars, maintaining the organization's training records and managing all presenters and Faculty members at *Intersections* 2017.

This position is highly collaborative, working closely with the Grounded Solutions Network capacity building team and with external stakeholders. It is a part-time position at 20 hours a week and is grant funded through December 31, 2017. While there may be opportunities to extend the position beyond that point, there are no guarantees.

Key Responsibilities:

Virtual Learning:

- Work collaboratively with the Capacity Building team and other departments to produce and promote monthly e-learning sessions and quarterly webinars.
- Manage virtual learning registration through our Adobe Connect system and import information into the organization's Salesforce instance.
- Provide technological support on all webinars and e-learning sessions through the Adobe Connect system.
- Manage the organization's relationship to the American Planning Association (APA) by ensuring that continuing education credits are available at all events and troubleshooting requests from members and others as needed.
- Manage outside speakers, trainers and consultants as needed.

Intersections 2017:

- Support the Director of Capacity building to recruit feedback on proposed conference sessions and to develop the conference schedule.
- Manage all session presenters including communicating critical information, collecting headshots, biographies and session materials. Ensure that all materials and information are available on the conference website.
- Manage and support the Training Institute Faculty throughout the year as they develop and refine both the training institute schedule and curriculum.
- Attend Intersections 2017 in Oakland, October 8-13 and serve as the lead contact with presenters and faculty.
- Process conference and session evaluations and prepare the closeout memos for staff and board.
- Manage additional tasks and activities as needed.

Training Administration:

- Ensure that training records and curriculum files are well organized, complete and accessible.
- Respond to training requests and conduct needs assessments with potential clients.
- Coordinate event logistics for all place-based trainings other than Intersections 2017.
- Collaborate with the Communications Department to share training curriculum and materials with board members and stakeholders for use in local communities, as is appropriate.
- Oversee all training contracts, including contract execution, invoicing and payables.
- Serve as project manager for new curriculum developed by both staff and external consultants.

Qualifications for Entry into this Position:

Knowledge, skills and abilities

The ideal candidate is a team player and experienced project coordinator who enjoys working with others to provide high quality, impactful learning opportunities to nonprofit and government professionals.

- Approaches projects creatively and systematically. Able to keep people on track, on budget and identify tools to manage projects.
- Commits to the success of our entire organization and our flagship event—Intersections 2017.
- Experienced with the tools we use: Microsoft Office 365
- Willing to learn the tools we use: Salesforce Nonprofit Success Pack, Chatter, Form Assembly, Dropbox, Cirrus Insight and Adobe Connect.
- Enjoys helping others and demonstrates outstanding customer services skills with teammates and the public.
- Demonstrated ability to work autonomously and in a virtual environment while managing a variety of projects simultaneously.
- Experience managing training or learning programs is a plus.
- Experience developing curriculum and facilitating training is welcome but not required.

Minimum education level

BA/BS preferred, HS diploma required.

Minimum prior job-related experience or training

2+ years of professional experience in a role demonstrating strong organizational skills, attention to detail and project coordination, preferably in learning management. Applicants may come from an academic setting or have experience coordinating training programs for nonprofits, social service organizations, labor unions or the like. Previous experience working on conferences or complex events is a plus.

Location

The organization has a primary office in Oakland, CA but staff may be located anywhere in the contiguous 48 states. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Salary Range and Benefits

\$25 an hour. This is a part-time position, 20 hours a week, with no benefits other than paid time off and paid holidays at a part-time equivalent. This position is currently funded through December 31, 2017.

Travel required

Approximately 2-5 trips per year of out-of-state travel as needed to attend staff meetings, Intersections 2017 and other place-based trainings. Note that the travel for Intersections 2017 will require 40 hours of work.

Join our team and build your career with us! We offer:

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity and justice.
- Opportunities for professional growth and development.

How to Apply:

Please submit, as a single PDF, a cover letter and resume here: <https://www.tfaforms.com/4600893>. If you have curriculum development experience, please include a lesson plan as part of the single PDF. Ideally, the lesson plan will include learning objectives and a facilitation outline. The lesson plan can be for any topic, length of time and audience.

Applications will be reviewed on a rolling basis. Interviews to be conducted in February, with an anticipated start date in March.