

# California State University, Fresno Foundation

## TRAINING COORDINATOR, SAN MATEO – BAY AREA ACADEMY JOB ANNOUNCEMENT #16-746

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position for the California State University, Fresno Foundation.</b> The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University Fresno. The California State University Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Bay Area counties. The Training Coordinator will provide training coordination for San Mateo Children and Family Services (CFS) with the Bay Area Academy. This position supports the San Mateo Training Specialist in providing daily oversight of contract deliverables and working closely with county Staff Development personnel to ensure quality of training delivery and evaluation. Pre-training and day of training duties include coordination with trainers, curriculum and materials preparation, classroom and A/V set-up, and on-site training coverage. This position is responsible for gathering and tracking data, scheduling, and preparing training reports and will lead the planning and scheduling of Core, Foundations of Supervision, and CWS/CMS and other best practice trainings as appropriate. The Training Coordinator may also serve as back-up to the San Mateo Training Specialist.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general direction of the Training Specialist, this position is responsible for the following duties:</p> <p><b>Training Support:</b></p> <ul style="list-style-type: none"> <li>• Facilitate training preparation and marketing. Develop flyers, public relations materials, brochures, monthly training calendar, quarterly training catalog and other training materials that support the Bay Area Academy’s San Mateo Children and Family Services Training Project</li> <li>• Supports the process of receiving, compiling, processing and distribution of training materials and curriculum. Work with trainers to get curriculum and ensure curriculum is copied correctly and on time</li> <li>• Provide on-site assistance; liaise with trainers to discuss equipment needs, classroom set-up, handout format; coordination and preparation of embedded evaluation and pre/post testing materials for training as appropriate</li> <li>• Support registration for trainings, oversee deliverables data, and provide first draft of quarterly and annual reports</li> <li>• Provide administrative, analytic and programmatic support to ensure compliance with the scope of work for this project</li> <li>• Under general supervision of the Training Specialist ensure the quality of training delivery, evaluation and capacity building activities</li> <li>• Attend designated meetings between San Mateo Children and Family Services and the Bay Area Academy, take the minutes and distribute to appropriate attendees</li> <li>• Maintain regular phone and written contact with BAA Staff, trainers and County Staff</li> <li>• Attend BAA staff meetings and other meetings as assigned by the Training Specialist</li> </ul> <p><b>Event &amp; Operations Management</b></p> <ul style="list-style-type: none"> <li>• Work with San Mateo CFS staff to identify venues (in-house or external) and AV rental companies for all San Mateo trainings. Assist Fiscal in obtaining facility and equipment rental contracts and processing them for payment.</li> <li>• Select caterer and obtain catering estimates for events; work with administrative and fiscal staff to process catering invoices for payment</li> <li>• Provide onsite support for all trainings delivered by the project</li> <li>• Assist with coordination and delivery of one large event each fiscal year</li> <li>• Develop and maintain contact information for facilities, vendors, caterers and other contractors as necessary</li> <li>• Work closely with Training Specialist, San Mateo CFS team members, trainers and/or Staff Development personnel to gather logistical information for the timely delivery of events</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain inventory of supplies and equipment for project; work with administrative and fiscal staff as needed to purchase new items</li> <li>• Other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in social work, psychology, education, business administration, nonprofit management, or related disciplines from an accredited college or university.</li> <li>• Experience in program coordination.</li> <li>• Knowledge of accounting principles and methods.</li> <li>• Ability to delegate work to and monitor the work of support staff.</li> <li>• Demonstrated professional writing and speaking skills.</li> <li>• Demonstrated ability to work collaboratively with other professionals.</li> <li>• Ability to edit and synthesize material from other staff.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to communicate in a friendly and professional manner with all Academy and County staff, contract trainers, vendors and other constituents.</li> <li>• Ability to maintain confidentiality as appropriate when dealing with staff training issues.</li> <li>• Fluent in computer skills, including spreadsheets, word-processing and database applications.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Social Services background preferred</li> <li>• Training experience in a child welfare setting preferred</li> <li>• Experience in mentoring and supervision of support staff</li> <li>• Basic knowledge of Microsoft Word, Excel, PowerPoint, Access, Outlook, Adobe Acrobat, publishing applications, and web-based database and learning management systems</li> </ul>
<b>COMPENSATION:</b>	\$4,333-\$4,463/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include vacation, sick, holiday pay, health, dental, vision, life and 401(k).
<b>DEADLINE:</b>	<b>Application review begins August 19, 2016; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**