



SHRIVER CENTER

Sargent Shriver National Center on Poverty Law

Position Announcement- 2017

Position Title: Training Program Coordinator

Reports to: Vice President of Advocate Resources and Training

Location of Job: Chicago, IL

Organizational Description: The Sargent Shriver National Center on Poverty Law (Shriver Center) is a not-for-profit organization that provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. We work directly to win positive change through our specific advocacy initiatives, and we provide a range of professional development resources that build and support the national network of advocates engaged in those efforts. The Advocate Resources and Training (ART) Programs offer specialized advocacy skill and leadership development training programs that equal justice advocates need to obtain bigger, better, and bolder gains for their clients.

At the Shriver Center, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.

Position Description: The Training Program Coordinator supports the development and delivery of a wide range of professional development resources for legal aid and public-interest law attorneys and advocates nationally, including onsite, blended, and online skills-based courses. The Training Program Coordinator also helps generate department revenue through support for fundraising, outreach and marketing of public courses as well as those offered in partnership with others.

Responsibilities:

- Creates, updates, and maintains timelines of all training programs and projects using project management software.
- Serves as first point of contact for questions and concerns related to all training programs.
- Coordinates training participant and faculty registrations, secures and records payments, and provides timely pre-training materials and information; also, works with financial management staff to reconcile registration fee documentation and consultant invoices and expenses.
- Works with Director of Online Learning to create, update and maintain Learning Management System (LMS) course sites and other online platforms; also, provides technical support for LMS and online meeting platforms (Adobe Connect) to faculty and participants, as needed.
- Produces learning resources for online courses including animations for course scenarios using GoAnimate software.
- Works with the Communications Department to ensure current content on the training programs section of the www.povertylaw.org website and to coordinate marketing of all training programs to state, regional and national audiences.

- Assists with research to identify potential customers and funders for the Shriver Center's training programs; helps with the development of targeted mailings and other outreach to prospective customers; provides support in the development of solicitations and funding proposals as needed.
- Coordinates all logistics for in-person courses including identifying and securing conference facilities, arranging overnight accommodations and travel, ordering supplies and arranging for the provision of catering and audio-visual equipment.
- Compiles and summarizes course evaluations and implements follow-up evaluations as needed.
- Creates, organizes, updates and maintains all training program contact lists and databases, including updating contacts and other program data in the organization's CRM database.
- Oversees national Community Legal Education accreditation for all courses, including distributing information to training participants, archiving CLE credits materials sent, responding to CLE credits inquiries and requests, and insuring compliance with latest CLE requirements and specifications.
- Supports webinars and other virtual meetings using Adobe Connect or Google Hangout.
- Registers and enrolls all online course participants in the appropriate course on the online campus website and sets up requested groupings and other participant and faculty permissions on the site.
- Monitors student participation in online activities.
- Assists with the coordination and supervision of ART Program interns and volunteers.
- Performs administrative duties and provides administrative support to ART Program staff as needed.
- Other duties as assigned.

Requirements and Qualifications:

- Bachelor's degree preferred
- Two – three years experience in training coordination, resource development and marketing
- Proficiency in commonly used Microsoft Office programs (Word, Publisher, Excel, Powerpoint.) required and some facility with databases, InDesign and/or Drupal preferred
- Hands on experience and proficiency in features and functionality of online learning management systems (e.g., Moodle). Basic knowledge of HTML, web tools and technologies such as Go Animate, Moodle LMS and Microsoft Office Suite (Word, Excel, Powerpoint), and experience using common web conferencing tools such as Adobe Connect and Google Hangout preferred
- Ability to work independently and as a team player, be a self-starter, balance multiple responsibilities, and be flexible with a changing work environment
- Strong project management, organization, and documentation skills preferred. Must be detail oriented.
- Strong oral, analytic, and written communication skills
- Ability to represent self and program in a professional and enthusiastic manner to the public
- Strong customer service skills and ability to work with a broad range of people
- Ability to participate in occasional out of state travel to support onsite national training programs
- Experience working electronically with team members in remote locations and others nationally
- A deep commitment to the vision, values and mission of the Shriver Center

The Shriver Center offers an inspiring and high-energy work environment and a dynamic, collaborative culture. Our people are our greatest asset—we seek to hire individuals from diverse backgrounds who are professional, collegial, and creative thinkers with a passion for our mission.

Salary/Benefits: This full-time position offers a competitive public interest salary and a comprehensive benefits package.

Opening/Closing Date: Open immediately; closed when filled.

Applications: Send resume, cover letter and writing sample to Ellen Hemley at hr@povertylaw.org. Please send materials as a single and searchable PDF attachment.

Visit www.povertylaw.org for more information about the Shriver Center.