

**Job Title:** **CUSTOMIZED TRAINING COORDINATOR**  
2 Positions (1 – Business, Medical and related, 1 – Industry, Trade and related)

**Direction Received:** Reports to Supervisor Adult Division

**Direction Given:** Supervision of instructors

**Employment Status:** Immediate opening; Part-time position, 29 hours per week

**Salary:** Salary commensurate with experience

**MINIMUM REQUIREMENTS:**

Graduation from a college or university with an Associates or Bachelor's Degree or five years related full-time experience without a degree. Proven outside sales experience preferred, but not required. Must qualify for an adult education teaching license from the Ohio Department of Education. Must pass BCI-FBI checks and drug screen.

**GENERAL FUNCTIONS:**

Training Coordinators will maintain contact with current clients to retain professional relationships and assess new training opportunities, as well as, initiate new business contacts to develop long term business partnerships with area agencies, businesses, nonprofit and industry; conduct needs assessments; identify workforce hiring and training needs; and plan, develop and implement workforce development and training programs based on employer identified needs.

**ESSENTIAL FUNCTIONS:**

1. Perform client needs assessments and analyses; measure employee's comprehension and overall knowledge; identify customized training solutions to address skills gaps, and recommend training solutions.
2. Submit timely proposals to clients and ensure prompt turnaround, and follow up.
3. Negotiate and manage training agreements.
4. Manage curriculum development, instructor selection and evaluation, and training logistics and delivery.
5. Manage planning, scheduling, budgeting and operational efficiency of customized training projects.
6. Utilize all available resources to reach out to prospects and attempt to turn those prospects into clients; research, monitor and track client prospects.
7. Monitor regional employment trends, training needs, and other aspects of the market to provide leadership for course development.
8. Develop and maintain monthly reports for customized training sales and course delivery activities.
9. Develop a pool of qualified Instructors to perform training on multiple topics for various industries; evaluate instructors and provide feedback and coaching.
10. Represent the Adult Career Center throughout the community at related events including but not limited to speaking engagements with community service organizations.
11. Work with Marketing Specialist to prepare and implement a comprehensive marketing plan to promote customized training.
12. Identify and manage potential cost-effective, revenue producing short courses, apprenticeships and services the Adult Career Center should develop and offer to the community-at-large.
13. Perform any other related duties as required or assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. This position requires initiative, motivation, creativity and ability to understand many areas of expertise.
2. Ability to communicate professionally with all levels of management.
3. Excellent written and verbal communication skills.
4. High energy level.
5. Ability to network and cold call.
6. Resourceful and well organized.
7. Goal oriented and highly ethical.
8. Strong customer service skills.
9. Ability to grow client base and training offerings.
10. Ability to speak to groups about all programs of the Adult Career Center.
11. Ability to supervise and motivate others.
12. Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information.
13. Ability to work independently while contributing to team environment.
14. Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail while meeting deadlines.
15. Ability to oversee budgets and to monitor spending to stay within budget.
14. Microsoft Office proficiency.

**ADDITIONAL REQUIREMENTS:**

1. Requires travel: mainly within, but not limited to, Northeast OH and Western PA.
2. Ability to work early morning, evening, and weekend hours to accommodate training schedules.

**Resume and References to:**

Adult Career Center Mahoning County Career and Technical Center  
Attention: Supervisor Adult Division  
7300 N. Palmyra Road  
Canfield, OH 44406