



Training Administrator

Job Description

Why join us?

Leadership Rhode Island's mission is to engage and connect people through shared experiences that positively transform individuals, organizations and communities. We envision a Rhode Island that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. And, we see the lessons of this lively leadership experiment being shared and amplified around the country and the world to nurture the kind of fully-engaged societies that create lasting, positive change.

Our momentum is the strongest it's ever been. Since 1981, LRI has inspired emerging and established leaders to create change in their communities and measured results through cohort-based programming and individual enrichment programs/events. Today, the LRI alumni community includes over 2,700 intergenerational, cross-sector leaders from diverse backgrounds, positions and interests who connect for social interaction, dialogue and creative problem-solving. In the past ten years, LRI has evolved and grown by collaborating with and mobilizing local citizenry in new transformational ways. In 2021, our 40th anniversary, we're excited to celebrate four decades of leadership legacy, expand efforts related to equity, inclusion and belonging, and expand the scale and scope of our work over the coming years.

Our staff is passionate about Rhode Island and appreciates nurturing transformational relationships for the betterment of our state. We live a Strengths-based culture, one that energetically embraces and leverages our individual and collective strengths to achieve our vision. We're known for our quality, agility, thoughtfulness, and mission adherence. We change lives. If you are ambitious about goals, but like to have fun collaborating as a strengths-based team to reach them, you'll be in good company. We're small enough for your ideas to make a big impact, and large enough to offer you opportunities to grow professionally at any stage of your career. We're passionate about creating the best place to work.

As **Training Administrator** you will play a critical role in executing Leadership Rhode Island's (LRI) "Make RI Stronger" social enterprise, recognized internationally by Gallup as "the inspiration for the global Strengths movement". The Training Administrator is responsible for training administration in addition to broader communication and engagement with the strengths community that drives cultures of engagement, inclusion, wellbeing, and performance. Under the supervision of the Director of Training & Consulting, the Training Administrator will support initiatives and partnerships that create sustainable growth for LRI and positive impact for Rhode Island.

A week in the life of the the Training Administrator could include:

Training & Consulting Administration

- Facilitating the roll-out of interactive trainings and consulting services for private, public, and non-profit organizations
- Organizing training delivery schedules and hosting training events (virtual and in-person)
- Administering and tracking CliftonStrengths assessments and providing technical support as needed to clients to ensure completion
- Customizing relevant and engaging training materials and activities to ensure quality delivery
- Supporting coaching consultants with training preparation and follow up feedback
- Developing training agendas and facilitator guides for coaching consultants as needed
- Assessing training effectiveness, outcomes and impact; modifying trainings as needed
- Liaising with subject matter experts to continually develop and expand upon knowledge
- Maintaining and updating curriculum resource library and assessment portal (Gallup Access)
- Maintaining and updating confidential training database records and submitting client invoices
- Writing or participating in grant applications, proposals and contracts

Community Engagement & Communications

- Communicating training opportunities and offerings to potential organizational clients/partners
- Engaging Rhode Island's diverse strengths community (10,000+) by facilitating events and opportunities for learning and connection among individuals and strengths-based organizations
- Maintaining and updating the Make RI Stronger social media presence
- Communicating training offerings, effort and impact to broader community
- Preparing background materials, reports and research as needed

Collaborative Teamwork

- Acting as a supportive resource for broader organizational initiatives
- Maintaining the integrity of data and driving database improvement and utilization
- Tracking analytics to evaluate and optimize engagement
- Contributing to a diverse, equitable and inclusive workplace and collaborative learning environment
- Contributing to a strong, positive culture of volunteers, engaging and developing volunteer relationships and supporting skill-based volunteerism

This job could be for you if:

- You have a **passionate commitment** to developing talent in others
- You are a **self-starter** – you take initiative to achieve results in the best interest of the organization
- You are an **adaptive planner and doer** – you assess situations, determine strategies to move forward, set goals, create and implement action plans, and evaluate the process and results
- You are **organized** – you juggle various tasks by setting priorities, managing your time to meet deadlines and monitoring progress to make sure nothing falls through the cracks on your watch
- You **build relationships** - you enjoy listening to and engaging with people of all walks of life
- You are **human-centered** – you anticipate, understand and respond to the needs of internal and external stakeholders to meet (and exceed) their expectations
- You **communicate effectively** – you can create content across various channels for diverse audiences to engage stakeholders and drive them to action
- You **foster teamwork** – you enjoy working collaboratively with staff and volunteers to set goals and find creative/innovative solutions that strive towards excellence
- You stay **current with the industry** – you are always seeking to understand trends in strengths-based development, experiential learning and community engagement best practices
- You **behave ethically** and align with the values of the organization
- You are **flexible** and able to attend functions, which may take place outside the typical nine-to-five workday
- You have **basic computer/technology skills** and easily learn new systems
- You have **reliable transportation** and can lift up to 30 pounds

Bonus Points:

- 1-3+ years of experience developing, delivering and evaluating educational/training programs
- Experience with online education and/or virtual learning platforms
- Experience planning events and/or working with volunteers
- Ability to facilitate dialogue (in-person and virtually) and/or community outreach
- Experience with social media platforms (Facebook, LinkedIn, Instagram and Twitter)
- Photography/videography and other visual communication skills, including familiarity with photo/video editing software
- Personal history/connection with Leadership Rhode Island
- Experience using Zoom, Remo, Salesforce, Gallup Access, MailChimp, Classy, Eventbrite, Form Assembly and/or SurveyMonkey

Compensation & Benefits:

- **Start Date:** By January 2022
- **Location:** Providence, RI (hybrid, remote flexibility)
- **Starting Salary & Benefits:** \$40,000 with individual benefits (Health, Dental, IRA)

LRI considers the safety of its employees and the community a top priority. As part of this commitment, LRI requires all new and existing employees to be fully vaccinated against COVID-19, unless they obtain prior approval for an accommodation for medical reasons or due to a sincerely held religious belief, or are otherwise exempt from this requirement due to applicable state or local law. Qualified candidates who are offered the opportunity to join LRI will be required to comply with this policy and will be asked to provide proof of their vaccination status prior to the first day of work.

Want to apply but not sure if you'd be the right fit?

If we sound like the right place for you, we want to hear from you. There is no 'perfect' candidate. Everyone brings something different to the team, and our diversity of backgrounds, cultures, experiences, abilities, perspectives, and identities makes LRI an amazing place to work. LRI is an equal opportunity employer and is committed to diversity, equity, inclusion and belonging. We welcome a diverse pool of candidates.

To apply, email office@leadershipri.org with the subject Training Administrator and attach a cover letter and resume.