



Training Coordinator

Job Description

As the **Training Coordinator**, you will support the development and delivery of high-impact training initiatives and programs to organizations statewide. Under the supervision of the Senior Training Manager, the Training Coordinator will provide **training and consulting coordination, community engagement and communications, database administration and process innovation, and collaborative teamwork** to create sustainable revenue growth for LRI and have positive impacts in Rhode Island and beyond.

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

TRAINING & CONSULTING COORDINATION

- Lead logistics for training sessions, including scheduling, assembling digital and printed materials, and preparing the training space (for LRI-hosted trainings)
- Manage the training and consulting calendar, in collaboration with clients and LRI Strengths Coaches, to ensure smooth scheduling
- Coordinate with LRI Strengths Coaches to recruit them for upcoming trainings, share training materials and background information, and communicate key training details
- Coordinate with client leads to identify training schedules, communicate assessment progress, share pertinent next steps, and clarify training logistics (e.g., location, time, setup)
- Administer and track CliftonStrengths assessments; provide technical support as needed to ensure completion of the assessment
- With the support of the Senior Training Manager, develop client proposals, training session agendas, training presentations, and facilitator guides

DATABASE ADMINISTRATION & PROCESS INNOVATION

- Maintain and update all departmental databases, including Gallup Access, Salesforce, and Google Drive files
- Ensure prompt data entry as proposals are sent, new clients are secured, and trainings are delivered
- In collaboration with the Senior Training Manager, create systems for departmental workflow

and project management

- Propose and implement changes to Training & Consulting processes, including tracking leads, proposal creation, client intake, and other areas, with an eye to creating a seamless experience for our clients, as well as increased efficiency for the Training & Consulting team

COMMUNITY ENGAGEMENT & COMMUNICATIONS

- Communicate training opportunities and offerings to potential organizational clients/partners
- Create and manage social media posts on platforms such as Facebook, LinkedIn, and Instagram to raise awareness of our offerings, efforts, and impact
- In collaboration with the Senior Training Manager, communicate progress and share resources with the broader LRI Coaching Community and RI Strengths Community
- Prepare materials, reports, and research as needed, including client call notes and client background information

COLLABORATIVE TEAMWORK

- Act as a supportive resource for broader organizational initiatives
- Contribute to a diverse, equitable, and inclusive workplace and collaborative learning environment

This job could be for you if:

- **You are organized** – you juggle strategic and tactical initiatives by setting priorities, managing your time to meet deadlines and monitoring progress to make sure nothing falls through the cracks on your watch
- **You are a strategic doer** – you see how the pieces fit together and can prioritize tasks to implement plans successfully to completion
- **You are technologically savvy** – you easily learn new systems and have an eye for process improvement
- **You are self-directed** – you take initiative and positively influence others to achieve results in the best interest of the organization
- **You are human-centered** – you anticipate, understand and respond to the needs of others to meet (and exceed) their expectations
- **You foster teamwork** – you enjoy working alongside staff, partners, consultants and volunteers to set goals and find creative/innovative solutions that strive towards excellence
- **You are flexible** – you are able to attend events, which may take place outside of the typical 9-5 workday
- You have a passionate commitment to Rhode Island
- You behave ethically and align with the values of the organization
- You have reliable transportation and can lift up to 30 pounds

Preferred Qualifications:

- 1-2 years of experience in project or program administration
- Experience with educational/training programs, online education, and/or virtual learning platforms
- Experience planning events and/or working with volunteers
- Comfort and experience working with different platforms to manage programs and track progress
- Experience with social media platforms (Facebook, LinkedIn, Instagram and Twitter)
- Personal history/connection with Leadership Rhode Island
- Experience using Zoom, Microsoft Teams, Salesforce, Google Suite, and/or Form Assembly

Compensation & Benefits:

- **Start Date:** By January 2024
- **Location:** Providence, RI (opportunity to work remotely 1 day per week after 3 months of continuous employment)
- **Starting Salary & Benefits:** \$45,000 with individual benefits (Health, Dental, IRA)

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 3,000 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.

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.

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 Coordinator and attach a cover letter and resume.