



## Training Assistant

**REPORTS TO:** Director of Community and Workforce Development

**STATUS:** Full-Time

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Columbia, SC

### I. Position Summary

The training assistant is a full-time position of Children's Trust of South Carolina. This position fulfills administrative needs for prevention training, Empower Action, and Parent Advisory Councils. The assistant will support the partner engagement, family engagement and workforce development teams with administrative tasks and assignments.

This position will work directly with the director of community and workforce development to ensure that assigned training deliverables are met and organization training initiatives are supported to achieve their intended outcomes. The assistant will be expected to build capacity over time to facilitate and deliver specified trainings.

### II. Duties and Responsibilities

#### Training Coordination

Coordinate prevention training activities including serving as initial point-of-contact for responding to and planning for training requests, preparing communication for training attendees, coordinating materials/supplies for training, updating trainer information as need; work with other departments to execute outreach and evaluation plans for training.

Research, review and summarize relevant training materials from the public domain (as needed/requested) including adult learning and facilitation best practices; research pricing structures for nonprofits of similar size and scope and report to prevention training committee, help create yearly training calendar and distribute to relevant organizations.

Attend prevention training meetings, take notes, and distribute them to the team.

In partnership with the workforce development team support key areas of prevention training including:

**DSS CPT** - Attend Building Hope for Children Conference (BHCC) meetings and manage BHCC registrations and BHCC reporting to the South Carolina Department of Social Services (DSS); attend DSS Community Prevention Training planning and reporting meetings and take notes; coordinate DSS child passenger safety deliverables; update DSS learning management system and communicate with DSS staff on any necessary changes; assist with entering training rosters and tracking deliverables, work with finance to submit quarterly reports.

**South Carolina ACE Initiative** - Attend South Carolina Adverse Childhood Experiences (ACE) initiative meetings and take notes, create visualized documents using ACE Master Trainer training data from Impact Data System, ACE Master Trainer diagnostics; assist with ACE Master Trainer Peer Network events; participate in ACE, Protective Factors, /ROLES master trainer sessions to be informed about each training and work towards becoming a master trainer; serve as meeting producer/facilitator for ACE Train-the-Trainer events; prepare participant communication, evaluation and additional follow-up as needed; coordinate documentary screenings by community request.

**Empower Action** - In partnership with the director of community and workforce development, attend internal Empower Action meetings and assist with taking notes during meetings; conduct monthly outreach to coaches to determine supports that are needed; post coalition and parent advisory meetings on website; assist with meeting logistics (e.g., calendar appointment, food, evaluation, etc.); work with the evaluation team to coordinate and monitor evaluation activities.

## Other duties

Respond to direct requests for information and/or forward messages to appropriate staff.

Participate in professional development and training opportunities to grow meeting facilitation and training skills to build internal training capacity.

Collaborate with other Children's Trust departments to support the training function including scheduling meetings, preparing agendas, taking notes and follow-up.

Provide a suitable and off-site workplace (if working remotely). Long distance remote will be provided with a one-time stipend provided by Children's Trust for the purchase of a desk, chair, and initial supplies; office supplies will be provided as Children's Trust would apply to its corporate office employees.

Protect and keep confidential proprietary information while working from home.

Attend corporate office meetings, activities, trainings, and events as required by the organization.

Perform other duties and responsibilities as requested with positive and professional attitude, and team spirit.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of agency.

## III. Qualifications

Have a High School diploma and a minimum of two-years administrative support, event planning or training experience in the fields of prevention or family support. Training coordination, data collection and communications experience are preferred, some college preferred.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

Have good judgement, empathy, adaptability, and level-headed attitude; demonstrate proficient or expert interpersonal skills when interfacing with partners; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

This is a grant/contract position and subject to change.

Have proficiency in all Microsoft Products with specific skills in Excel; ability to use SharePoint, Trello, Microsoft Teams, and Zoom.

*Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

---

The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the successes of our endeavors.