



Training and Technical Assistance Coordinator *

Overview: Serve Kentucky seeks an experienced professional to fill the position of Training and Technical Assistance Coordinator (TTA Coordinator). The TTA Coordinator will play an essential role in developing, supporting and leading TTA for Commission staff, Serve Kentucky program staff, and AmeriCorps members. TTA may include regional and statewide training conferences, webinars, one-on-one support and/or consultant management in the areas of data, performance measures, evidence, and evaluation or other training topics requested for Serve Kentucky, Kentucky AmeriCorps programs and its members.

Position Responsibilities:

- Provide high-quality training and technical assistance to Serve Kentucky programs
- Research and build a list of potential trainers for conferences to be attended by commission staff, program staff and members
- Lead the planning and implementation of member, program staff, and commission staff training conferences
- Facilitate peer exchanges with neighboring states for the commission and/or program staff
- Lead Program Staff trainings on Data, Performance Measures, Evidence, and Evaluation as appropriate
- Coordinate the acquisition of consultants or trainers for training on Data, Performance Measures, Evidence, and Evaluation (as appropriate)
- Leadership in assigned Serve Kentucky committees and work groups
- Provide as needed support to other Serve Kentucky staff team members on various projects
- Assist Program Officer with monitoring activity of programs and targeted TTA for program staff
- Assist commission staff in the interpretation and implementation of policy and procedure
- Work with program staff to develop best practices and materials for effective program management

Desired Skills/Background:

- Enthusiastic, customer service orientated
- Two years' experience event planning experience
- Two years' experience meeting organization and logistics management experience
- Two years' experience working at a state service commission and/or AmeriCorps program
- Proficient delivering training in-person or via webinar technology
- Ability to work independently and cooperatively
- Skilled in technology-based systems
- Experience with procurement processes or contract work
- Knowledge of budget management
- Strong communication skills, oral and written

Education Requirement

- Minimum qualification – High School Diploma
- Prefer Bachelor’s Degree or related work experience matching position responsibilities

Location

- This is a full-time position reporting regularly to Frankfort, Kentucky
- In-state and some out-of-state travel required

Compensation

- Salary is negotiable and commensurate with experience level (range \$35,000 to \$47,000)
- Serve Kentucky offers a comprehensive benefit package, including health insurance and state retirement benefits

To Apply

Submit a cover letter and resume to Carie Kizziar at cariem.kizziar@ky.gov. For priority consideration, submit an application **by December 21, 2018**. Position will remain open until filled.

Serve Kentucky is an Employer of National Service and gives hiring preference to AmeriCorps, Peace Corps, and other national service alumni.

* Please note this is a grant-funded position subject to yearly renewal. At this time, Serve Kentucky cannot guarantee the position beyond twelve months.

