



AVAILABLE POSITION

Job Title:	Training Coordinator	FLSA Status:	Non-Exempt
Reports To:	Director of Administrative Services	Classification:	Classified
Department:	Administrative Support Services	Last Revision	01/20/21
Approved By:	Emily Provance, Director of Human Resources		Date 01/27/21

PURPOSE

The Training Coordinator is responsible for all aspects of internal and external Board sponsored trainings and workshops, including planning and management of training budget, contracts and purchase orders.

ESSENTIAL JOB FUNCTIONS

- Coordinates all aspects of internal and external Board-sponsored trainings and workshops including planning and management of training budget, contracts and purchase orders;
- Responsible for planning and facilitation of events, including facility arrangements, arrangements for speakers and/or presenters, arrangements for meals and refreshments;
- Oversees the preparation of agendas and packets;
- Oversees the preparation of continuing education certificates;
- Will work with the Director of Administrative Support Services to coordinate support for events as directed;
- Updates Board’s website with training events and committee meetings;
- Researches and analyzes procedures and policies;
- Develops project proposals and plans, provides technical advice to aid in decision-making;
- Provides administrative support for yearly care management review process;
- Updates CE Broker with CEU information, including monitoring, tracking, and preparing application documents to maintain Provider Status for CEUs with Ohio Chemical Dependency Professionals Board as well as Provider status for CEUs with Counselor, Social Worker & Marriage and Family Therapist Board;
- Prepares and submits bi-annual Provider Status reports to Counselor, Social Worker, & Marriage and Family Therapist Board.
- Prepares and distributes meeting notices, records and transcribes meeting minutes and other documents as needed;

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Minimum of Associate Degree in Office Administration or equivalent, plus four to six year’s work experience in event

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planning/coordination; completion of undergraduate core program in business administration, management science or public administration preferred.

Knowledge, Skills, Abilities and Personal Characteristics

Knowledge of business administration, management science, or public administration, public relations, office practices and procedures; government structure & process. Knowledge of employee training and development. Ability to handle sensitive telephone and face-to-face inquiries and contacts with public and government officials. Proficient in Microsoft Word, Excel, Outlook and WordPress. Ability to gather, collate and classify information.

Certification, Licenses, Registrations

n/a

PHYSICAL DEMANDS

Majority of job requirements are performed at a desk or while on a computer. Setting up and tearing down tables and chairs for events; ability to move up to 40 lbs.

WORKING CONDITIONS

Majority of job requirements are performed in an office setting; some travel may be required to and from event sites, meetings with vendors and other meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Stark County Mental Health & Addiction Recovery. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, the changing nature of the job shall also be considered part of the jobholder's responsibility.

CONDITIONS OF EMPLOYMENT

Note: The final applicant selected for this position, prior to appointment, will be required to submit to a drug test for illegal drug use. The test site shall be chosen and paid for by the Board. An applicant with a positive test result will not be offered employment.

Starting Salary: \$41,650-\$49,000*

*An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities that could qualify for a higher starting salary.

Hours: Monday – Friday 8AM to 5PM with one-hour unpaid lunch. Alternative scheduling may be available.

Application Deadline: Until Filled

Apply online at <https://www.applicantpro.com/openings/starkmhar/jobs/1654085-164850> or www.StarkMHAR.org/about/jobs

OR MAIL RESUME TO: **Attention: Human Resource Department**
Stark County Mental Health & Addiction Recovery
121 Cleveland Ave SW
Canton, Ohio 44702

EOE/Minorities/Females/Vet/Disabled