

Employment Opportunity

Position:	Training Coordinator
FLSA Classification:	Non-exempt / Part-Time
Location:	Aurora, IL
Application Deadline:	Continuous until position is filled
Program Description:	Mutual Ground, Inc. (MGI) is one of the largest and oldest domestic and sexual violence/sexual agencies in Illinois. MGI provides trauma-informed, victim-centered services that focus on safety, stability and hope.

Job Summary

The Training Coordinator is responsible for supporting agency training initiatives. The Training Coordinator will be responsible for overseeing logistical aspects of training initiatives including marketing programs, managing registrants, and organizing facilities and training materials. Additionally, this position will provide administrative and organizational support in a wide range of tasks necessary to train and maintain a robust community engagement team.

Qualifications

- Bachelor's Degree preferred;
- 60-Hour Domestic and Sexual Violence Certification (may be obtained upon hire);
- Passion and enthusiasm for the mission of Mutual Ground;
- Strong verbal and written communication skills, with an ability to remain calm in crisis situations;
- Exceptional organizational and record-keeping skills;
- Positive attitude and pro-active approach to problem solving;
- Willingness to engage in a wide variety of administrative and advocacy-related activities, with the ability to prioritize tasks to meet ongoing deadlines;
- Personal integrity and professionalism in all interactions with volunteers, clients, staff, community members and professionals;
- Excellent computer and general technology/software skills;
- Reliable transportation and a clean driving record;
- Acceptance and respect for diversity of culture, sexual orientation, gender identity or expression, ability, and religious belief.

Examples of Duties

- Oversee all logistical aspects of training initiatives.
- Market agency training initiatives via print and digital marketing efforts.
- Manage registrations for all trainings including organizing the website, building registration forms and supporting participants interested in registering for trainings.
- Organize facility needs and reserve community space as needed for both on-site and off-site trainings.
- Organize training materials including participant manuals and digital presentations.
- Provide administrative support for the Community Engagement Program.
- Correspond timely with current and potential training participants.



- Update, organize, and maintain training files.
- Conduct recruitment activities to promote training initiatives.
- Assist in the recruitment, coordination, and implementation of 60-hour DV/SV Certification 2 - 3 times annually.
- Assist in development and implementation of volunteer or student intern orientation and training programs.
- Analyze data and prepare reports to evaluate services and capacity, as needed.
- Contribute to the development of positive team relations within the department and across MGI.
- Demonstrate integrity and professionalism in interactions with clients, staff, volunteers, and donors.
- Other duties as assigned.

How to Apply

Submit cover letter and resume to Jenaleigh Turner, Community Engagement Manager, at jturner@mutualground.org.

MGI is an Equal Opportunity Employer. Selection will be based solely on merit and will be without discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.