



**GOOD WILL-HINCKLEY**  
Educating Youth. Changing Lives.

### ***Training Coordinator***

Good Will-Hinckley has a full-time opening for a Training Coordinator. Strong planning and organizational skills, attention to detail and ability to work well under deadlines. The ideal candidate will also have experience with various training methods, including on-the-job coaching, mentorship programs and online learning. The ability to lead our employee professional development initiatives through hosting creative training events and educational programs is a necessity.

#### **Training Coordinator Duties and Responsibilities Highlights:**

- Map out annual training plans for management.
- Design and develop training programs in coordination with Program Directors (outsourced and/or in-house).
- Select appropriate training methods/activities
- Market available training to employees and provide necessary information about sessions.
- Conduct organization-wide training needs assessment in coordination with Senior Leadership Team and identify skills or knowledge gaps that need to be addressed.
- Use proven educational principles and stay current on new training methods and techniques.
- Design, order and prepare educational aids and materials.
- Assess instructional effectiveness and determine the impact of training on employee skills.
- Gather feedback from trainers and trainees after each training session.
- Maintain updated curriculum database and training records.
- Host train-the-trainer sessions for internal subject matter experts.
- Manage and maintain in-house training facilities and equipment.
- Research and recommend new training methods.

#### **Qualifications:**

- BS Degree in Education, Human Resources or related field, or proven, equivalent and related experience required. Master's Degree preferred.
- Proven experience as a Trainer or Teacher.
- Advanced organizational skills with the ability to handle multiple assignments.
- Hands-on experience coordinating multiple training events in an educational setting.
- Experience with E-learning platforms.
- MS Office and database proficiency.

Benefits include a competitive wage; medical, dental, long-term disability, life insurance and 401K. Interested applicants please submit a GWH application packet, which can be found on our employment page at <http://www.gwh.org/employment-opportunities> via e-mail to

[HR@gwh.org](mailto:HR@gwh.org) or mail to Stacy Saucier, Human Resources Director, PO Box 159, Hinckley, ME 04944. Please reference “Training Coordinator” on your correspondence. Incomplete applications will not be considered.

*We are an equal opportunity employer*