



CHIEF PROBATION OFFICERS
OF CALIFORNIA

To apply click link here: <https://careers.hireology.com/tevishr/2324407/description>

JOB DESCRIPTION

Job Title: Senior Training Coordinator
Reports to: Deputy Director of Operations
Employment type: Full Time Salary (Exempt)

Chief Probation Officers of California Foundation (CPOCF) <https://www.cpoc.org/cpocf-trainingis> is a distinguished 501(c)(3) non-profit organization providing California's 59 Chief Probation Officers and their probation department personnel access to the latest in educational and training courses to support the mission of probation.

We have a career opportunity for an experienced, passionate and dedicated **Senior Training Coordinator** to ensure the smooth and effective functioning of educational training in the field of Probation. You will manage, design, develop, coordinate and conduct large- and small-scale training programs.

Role Overview-

The Senior Training Coordinator position will include mapping out training plans; design and develop training programs, assist and prepare educational aids and materials upon consultation with subject matter experts, maintain updated curriculum database and training records, coordinate multiple training events in a corporate setting, work as part of a team as well as independently.

More Details-

The coordinator position is a full-time position with work hours normally taking place Monday through Friday, however, the position requires schedule flexibility to work longer hours, as needed. The position is hybrid, which includes working from home, working at our Natomas office (up to 25%) and some travel within the state of California (up to 20%).

Talents & Qualifications-

This position requires an experienced professional with an excellent oral and written communication skills. Proficiency in Microsoft Office, specifically Excel, PowerPoint and Word are necessary. Experience successfully working with clients, trainers, vendors, and government agencies is required. A bachelor's degree is required and previous work in probation or association management is preferred.

Skills, Knowledge, and Abilities

- Bachelor's Degree
- Advanced organizational skills with the ability to handle multiple assignments at the same time.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Detail oriented and comfortable working in a fast-paced office environment
- Meet critical deadlines, and complete assigned tasks under pressure
- Ability to communicate effectively orally and in writing.
- Ability to work independently and within a strong team-oriented environment.
- Skills in supporting development, production, and execution of meetings and conferences.
- Outstanding attention to detail and accuracy, and excellent organizational skills.
- Ability to organize time and priorities under general guidance from the supervisor.
- Ability to oversee all assigned projects and see them through to completion.
- Must have access to reliable vehicle, a valid driver's license and be able to transport materials to and from meetings and events/programs
- Must be able to lift or carry 25 lbs. and perform set up/take down of event equipment
- Travel Required

CPOCF provides equal employment opportunities (EEO) to all employees and applicants for employment.