



Job Title: Training Program Coordinator

Hope Renovations builds futures and transforms lives with a dual mission: preparing underemployed women and gender expansive individuals for construction careers, and helping older adults age in place.

Position Overview

We are looking for a team-oriented, self-motivated, and tech-savvy Training Program Coordinator to join our team as we grow the Trades Training Program. The Coordinator will have both internal and external facing responsibilities focused on administrative support to keep the program and cohorts running smoothly. The Coordinator will report to the VP of Training, and work closely with instructors, trainee success specialists, and interns.

The ideal candidate will be friendly and clear in communication with internal and external stakeholders, organized and efficient with administrative duties and deadlines, and easily adaptable to technology platforms and solutions that keep the team and organization on track.

Responsibilities

Program Support

- Schedule guest instructors and external training providers.
- Administer program surveys to track outcomes/impact and feedback.
- Procure and prepare learning materials for trainees.

Communications

- Regularly communicate with Hope staff, trainees, volunteers, employers, etc.
- Respond to inquiries.
- Update program marketing materials.
- Organize and manage program photos.
- Update online job board.

Data Management

- Enter, organize, and manage program data.
- Provide program data for grants, reports, and stakeholder communications.

Procurement

- Procure office and workshop supplies.
- Procure tools, equipment, and consumable materials.

Team Member

- Assist with events celebrating and supporting trainee accomplishments.
- Identify areas where the Training Program and Hope Renovations can innovate and improve, and bring ideas and solutions to the team's attention.

Preferred Qualifications

- 2+ years working in an administrative capacity, preferably in a non-profit, social service, or education setting
- Experience working in a fast-paced environment with self-directed work while managing changing priorities and deadlines
- Experience working with diverse populations, especially related to gender diversity and barriers to employment
- Experience managing volunteers and stewarding partner relationships
- Strong verbal and written communication skills with diverse stakeholders
- Strong computer and technology skills, including familiarity with Microsoft Office products, G Suite products, CRMs (we use Airtable and Salesforce), website design programs (we use Wix), graphic design programs (we use Canva), project management software (we use Asana), Zoom, and AV equipment

Position status: Part-time, 20 hours per week

Schedule: This position operates on mostly daytime hours and the schedule will be set in coordination with the supervisor. Evening hours will be required occasionally.

Location: Hybrid in-office/remote

Compensation: \$20-22/hour

How to apply: Please send a cover letter and resume in an email with the subject line "Training Program Coordinator Application" to info@hoperenovations.org.