

Job Announcement

Posted: October 24, 2014

State of Nevada
Department of Health & Human Services
Aging & Disability Services Division

Training Coordinator

The Position:

This position is a contracted employee with the Aging and Disability Services Division and is not a State Employee. This position is an at-will position and is contingent upon availability of grant funding and job performance. The position will work up to 18 hours per week and will end September 2015. Salary range: \$20.00/hour - \$21.50/hour depending on experience and the availability of grant funding.

The Training Coordinator will perform administrative and professional work in conjunction with existing ADSD staff to develop and implement a training curriculum to support staff at resource centers throughout Nevada. This position will work closely with the ADRC Project Manager to identify training opportunities. The Training Coordinator will utilize existing training materials as well as develop new materials as needed.

This position is located in Las Vegas, NV. The incumbent will be required to research/analyze federal/state regulations and best practices. The position reports to the Aging and Disability Services Division representative but is required to manage tasks in an independent manner. The responsibilities of this position will include the development of a comprehensive training program for resource centers including updating existing curriculum and developing new curriculum as directed. This position will also be required to submit reports as directed.

Qualifications:

- Education and/or experience in sponsored adult curriculum and development programs, program planning and/or project management, preferably related to education, human resources or related fields.
- Demonstrated written and verbal communication skills, interpersonal skills and facilitation skills; comfortable with face to face networking.
- Experience making group presentations and conducting training.
- Demonstrated ability to work with a degree of autonomy, exercising discretion and judgment.
- Experience in a computerized environment, with strong working knowledge of Word, Excel, Outlook and PowerPoint. Experience working with web meeting software is preferred but not required.

Special Requirements:

- 1) A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
- 2) The ability to telecommute is required.

- 3) This position may require up to 25% travel.
- 4) Public presentation experience.

Please send a resume with cover letter and all inquiries to:

Cheyenne Pasquale
Aging & Disability Services Division
cpasquale@adsd.nv.gov
Phone: 702-486-3831

Resumes being accepted until November 10, 2014