



HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Training Specialist	Position Type	Full-time
Funding	Grant Funding / General Funds	Travel	Local Only
Salary	\$46,000-\$50,000	Date Approved	November 2020
Reports To	Program Manager	Status	Exempt

The Training Specialist position is part of the National Emergency Grant (NEG) funding, implemented to assist individuals returning to the workforce. The Training Specialist will work in collaboration with the NEG team to develop customized training modules and conduct training for the individuals enrolled to receive services under this grant funding. The employee in this position is responsible for creating and conducting interactive workshops designed to increase knowledge and skills for clients re-entering the workforce. Training will be a combination of in-person and virtual.

Duties and Responsibilities:

Typical duties will include, but are not limited to:

- Plan and implement interactive workshops for in-person or E-learning for NEG and reentry clients with a goal of providing skills and tools that will help with entering the workforce and maintaining successful, long-term employment
- Design curriculum and activity outlines for workshops and prevocational activities for clients that will help reduce barriers to employment and develop skills that employers require. Training will include life skills, interview techniques, workplace ethics, resume building and more
- Coordinate with other community programs and trainers in other areas of expertise
- Evaluate effectiveness of all workshops and activities through client surveys and evaluations
- Administer career or personality assessment-based learning tools designed to determine adaptability to work conditions and skill level for job placement.
- Document and track client progress for grant reporting to include training completions and recommendations for each client.
- Provide monthly data collection and reports to the NEG Supervisor and Program Manager
- Work collaboratively with Career Coaches and other NEG staff
- Participate in professional development opportunities provided by Hope for Prisoners
- Perform other related duties as assigned

Education and Experience

Required:

- Bachelor's degree or equivalent amount of education and/or experience
- Minimum one-year experience in Instructing, Career Services, or as Training Specialist
- Experience in teaching or facilitating groups, preferably with adults
- Proficient in Microsoft Office programs and familiar with case management software required
- Excellent communication skills, both written and verbal
- Ability to design and facilitate presentations
- Must possess a valid Class C Driver's license as travel is required

Preferred:

- One to three years or more experience specific to Workforce Development activities
- Familiarity with nonprofit organizations, specifically reentry populations

Knowledge, Skills and Abilities:

- Ability to work full time (Mon-Fri, possibly some evenings and weekends)
- Proficient in Microsoft Office programs and familiar with case management software required
- Strong organizational skills and ability to keep accurate and complete records
- Ability to prioritize competing deadlines while delivering assistance with compassion, respect and patience
- Familiar with varied assessments and tools for career exploration
- Excellent verbal and written communication skills including ability to generate professional technical reports
- Ability to create and deliver presentations and workshops
- Knowledge of local agencies assisting with employment opportunities and placement
- Knowledge of HFP mission, values and program
- Dependable and adaptable to needs of a growing organization with strong community partnerships
- Outcome focused with the ability to manage competing demands
- High levels of initiative, dependability, flexibility, and motivation
- Ability to establish good professional relationships with staff, employers, and clients
- Ability to function in a fast-paced environment

PHYSICAL ABILITIES & WORK ENVIRONMENT

The physical demands described below are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of the position. The list below of minimum essential functions is illustrative of the minimums only and is not a comprehensive listing of all functions and tasks performed.

- Ability to lift and move boxes up to 40 pounds
- Ability to sit at a computer for prolonged periods of time
- Ability to work in a typical office environment
- Flexible schedule required, occasional nights and weekends
- Ability to tolerate stress
- While performing the duties of this job, the employee is regularly required to speak and interpret verbal communication
- Ability to conduct tasks and successfully perform under critical deadlines
- Manual dexterity to operate office equipment and examine documents, records and files

This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.

HFP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Training Specialist

Print Name: _____

Signature: _____

Date: _____