Statewide Training Manager Job Description

Michigan Alliance for Families (MAF) is seeking applicants for a new, full-time position!

**Job Title:** Statewide Training Manager

**Job Location:** Remote

**Job Description:**
The purpose of the Training Manager is to serve as a training coordinator and lead presenter for Michigan Alliance for Families (MAF). This person will develop training materials around early intervention, special education, transition to adulthood and other topics as needs arise. The training manager will present Learning Opportunities/workshops to diverse audiences across the state. This person will be responsible for supervising MAF training staff, as well as managing, coordinating, and scheduling all MAF Learning Opportunities.

**Role and Responsibilities:**

Provide Learning Opportunities for families, youth and professionals:
- Workshop/webinar content development, monitor materials and update as needed.
- Deliver information in workshop and webinar format (live and pre-recorded; virtual and in person).
- Utilize technology to deliver information (FB Live or other social media, multi-site broadcast).
- Planning, coordination, and facilitation of MAF Stakeholder Meetings

Provide Professional Development for Michigan Alliance for Families staff and contracted advocates:
- Member of MAF Leadership Team; maintain knowledge of grant goals and deliver content during staff professional development sessions
- Mentor Regional Parent Mentors (RPM) as presenters.

Represent Michigan Alliance for Families as part of State policy development:
- Participate in initiatives through State Departments, including Michigan Department of Education / Office of Special Education.
- Collaboration with Michigan IDEA Grant Funded Initiatives and federally funded initiatives, including other Parent Training & Information Centers (PTIs).

Training Coordination:
- Scheduling and coordination of MAF Learning Opportunities (including MAF presenters, partner organizations, local experts, conferences, and unique requests).
- Collaborate with MAF Data Manager to maintain MAF database.
- Assist with new staff orientation.

Member of MAF Leadership Team:
- Maintain knowledge of MAF grant goals and activities
- Assist in implementation and coordination of MAF services related to grant goals.

Other projects and duties as determined by MAF Project Director.
Desired Qualifications and Requirements:

- Knowledge of, and experience interacting with Early Intervention and/or Special Education.
- Proficiency with Microsoft Office programs, including PowerPoint, Word, Excel, etc.; some experience with data entry.
- Experience with online meeting platforms, such as Zoom; reliable internet connection.
- Experience scaffolding adult learning; understanding of Adult Learning Principles.
- Experience with presentation/content/product development
- Experience presenting to diverse audiences.
- Excellent interpersonal, oral and written communication skills; time management skills with the ability to prioritize work.
- Strong organizational and planning skills.
- Ability to collaborate and work with diverse groups of people, as well as work independently.
- Travel across the state may be required (MAF Learning Opportunities will be offered virtually until further notice).
- Valid driver’s License and reliable transportation.
- Bachelor’s degree or higher in education, social science, human services, or related field required.

Salary and Benefits:

Annual salary starting at $51,246.

Benefits include: 403B plan with employer match; available medical, dental and vision coverage; paid personal, sick and vacation leave.

To Apply:

Submit cover letter and resume to Kanika Littleton, Michigan Alliance for Families Project Director, at kanika@michiganallianceforfamilies.org by September 22, 2021.