



Training Program Officer

[Position: #25-124802 – Training Specialist I Code: #A11122]

***JOIN A DYNAMIC TEAM HELPING
TO MEET COMMUNITY NEEDS AND CHANGE LIVES!***

Position Open Date: September 1, 2010 ~~ **Position Closing Date: September 24, 2010**

SUMMARY OF ESSENTIAL DUTIES

- Serve as *ServeNebraska Training Program Officer* under direction of the Senior Program Officer.
 - develop Annual Training Plan & Training Calendar for national service participants and other community-based groups
 - assess training needs based upon input from key audiences
 - researches, develops, presents and/or arranges for training courses and recruits trainers, as needed
 - develop and teach training curricula for variety of topics
 - implement adult learning methodologies, advanced instructional approaches, techniques and alternative learning (such as distance learning or computer based training, self study modules)
 - develop contracts with trainers and manages/monitors funding to ensure trainings follow federal requirements
 - develop strategies to grow agency Fee-for-Service Training Program and promote the expansion of training offerings to more audiences
 - conduct evaluations of all trainings; market the training program and the agency mission
 - organize & implement annual AmeriCorps Program Staff Orientation and annual AmeriCorps Member Kick-off & Swearing-In Ceremony
 - provide technical assistance to AmeriCorps Program staff
 - write the annual *Program Development Assistance & Training* federal grant application
 - track and develop written records of agency trainings and submits routine periodic program reports
 - manage grant budget and monitors federal fund expenditures
 - review and approve payment of bills for training and submit approved training bills for payment
- Responsible for the agency's *Volunteer Recognition and Awards Program*
 - recommend and revise Awards Program Guidance
 - develop and implement a marketing plan to secure nominations
 - work with Senior Program Officer to publicize Awards on the agency website
 - coordinate the selection process including recruiting and training judges
 - arrange and coordinate Awards presentation events and communicate with winners
- Responsible for developing and implementing agency *Days of Service* initiatives, primarily Youth Service Day
 - organize and promote activities to highlight selected Days of Service and pursue funding opportunities
- Assist with *Agency Marketing and Public Relations Activities*
 - write press releases, organize and promote a higher visibility of agency with the public, stakeholders and the media; cultivate media contacts
 - provide content to social media and enhance the agency's online presence and assist the Senior Program Officer with website maintenance
 - writes, designs, composes, edits researches, compiles, and/or selects copy and layout for publications, audio-visual material, media releases, website, displays, exhibits, and/or speeches
- Serve as *Liaison to a ServeNebraska Commission Board Committee*.

EDUCATION/EXPERIENCE/SKILLS/ABILITIES REQUIRED

Minimum Qualifications:

- Post high school coursework/training in: elementary, secondary or post-secondary education, adult education, educational psychology, vocational or industrial education, workshop/seminar planning or development, or social/behavioral sciences; or experience in planning, developing, conducting educational and/or training courses, seminars, workshops or Bachelor's degree in a related field. Previous applicable program experience and/or professional license or certification may be required.

Prefer:

- Bachelor's Degree in education, public administration, journalism/public relations/marketing, or related area
- 3-5 years professional-level experience with responsibility for developing curriculum, doing training and presentations; developing or implementing agency training programs; federal grant management; public relations and marketing experience; project planning and program management; contract development processes; monitoring and evaluating programs; budget and financial management; and grant writing.
- Professional teaching, training and consulting experience; preferably in higher or adult education.
- Government grant or program management; federal grants management experience, budget/financial management.
- Must have excellent communication and computer skills; ability to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- In-state travel and out-of-state travel; valid Nebraska driver's license; must complete Defensive Driving course to drive state vehicles.

For any questions regarding the application process, contact State Personnel's office number at (402) 471-2075.

The salary for this position is \$17.213 per hour. THIS IS A FEDERAL GRANT FUNDED POSITION.

ServeNebraska – the Nebraska Volunteer Service Commission is a separate state agency with HR support provided by the Department of Health and Human Services.