



ADRN Training Coordinator

Job Summary:

Reporting to the Training Director (TD), the Training Coordinator (TC) serves as a key team member and an active participant in researching, planning, and coordinating classes, training programs, and conferences for the Training Department. The TC's main objective is to assist the Training Manager in event planning, training coordination, facility setup, and supporting class facilitators and network churches in their training efforts.

One who seeks first the Kingdom of God and His righteousness, who makes God and His ways #1 in their heart, who demonstrates the fruits of the spirit in their life. One who can also demonstrate these things in the workplace: friendliness, patience, ability to receive direction, punctuality, attention to details, good physical condition, quick thinker, problem solver, organized and good with numbers. Must have flexible hours to meet needs of the training schedule.

Responsibilities:

- Support and partner with the Training Manager on all training and administrative tasks, assisting in the creation and documentation of training processes and workflows
- Provide support to network churches in their training efforts, ensuring they have appropriate instructional materials and processes to host and facilitate successful training events
- Review, evaluate, and modify existing and proposed training programs
- Prepare and disseminate training materials such as instructional materials, handouts, evaluation forms, and visual aids (for live and on-demand training platforms)
- Update training materials regularly, maintaining current versions of documents (for live and on-demand training platforms)
- Communicate with Training Director and Training Manager on training needs and assist in mapping out development plans for staff and volunteers
- Attend trainings as administrative/sales support
- Gather, file, and submit training reports
- Collect and evaluate feedback from network churches
- Assist in reconciling training merchandise sales - recordkeeping & reconciliation
- Monitor and support on-demand training materials (courses, evaluations, and engagement activities) and ensure that participants receive credit and assistance when needed
- Ensure employees and volunteers follow established guidelines and policies on all training platforms
- Other duties as assigned.

Qualifications:

- Excellent communication skills, both written and oral; ability to influence, encourage and engage volunteers and develop long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Reliable problem-solver with strong project management skills
- Able to take ownership of projects and chart their progress
- Bachelor's degree and 2-4 years experience as a training coordinator, educator, administrator, HR assistant, or similar role
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of ADRN
- Working knowledge of databases and learning management systems (LMS) is a plus
- High energy, love and passion for God and His mission through ADRN is essential
- Kingdom minded and relationship focused
- Must have flexible hours on occasional nights and weekends to meet the needs of the training schedule, and periodic disaster responses

Organizational Expectations of Staff:

- Follow organizational policy, procedures and practice a culture of honor with others.
- Learn, understand and embrace ADRN culture, foundational words from the Lord, and the ADRN vision and mission.
- Seek God's face, read His word and be led by the Holy Spirit.
- Communicates clearly with peers, co-workers, and team members.
- Sets the tone on reliability, attendance, high performance standards and what it means to be an "I AM Ready Christian", emotionally, spiritually and physically to all volunteers and staff.
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support and relief for role. Spends time in the word and prayer with God for spiritual instruction, growth and rest.
- Attends all of ADRN's emotional, spiritual and physical training to understand the depth of what ADRN offers churches and volunteers.
- Minimum of 40 hours per week.
- Willingness to accept our Statement of Faith.
- Attends all staff meetings and planned ADRN leadership events.
- Attends Thursday morning Staff Prayer in Hope Prayer Room 9 a.m. – 10:30 a.m.

Key Experiences:

- Excellent interpersonal skills.
- Resourceful and innovative problem-solving skills.
- Experience supervising volunteers, including training, assigning and reviewing work.
- Strong interpersonal, active listening, conflict resolution and facilitation skills.
- Proficiency in computer skills including Square, Microsoft Word, Excel, Email, web-links in WordPress, and electronic calendaring.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement

of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional and spiritual needs of those affected by disaster. Luke 10: 25-37, Ephesians 4:12-16

ADRN Vision Statement: An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. Revelation 19:5-7