

POSITION DESCRIPTION

JOB TITLE: Community Development Training Specialist **STATUS:** Exempt

REPORTS TO: Director of Professional Development **DATE:** July, 2018

Position Summary:

Primary responsibilities are the provision of training and technical assistance in the areas of community development and data analysis. This position will assist IACAA and the Community Action Network in performing data analysis as needed. This position will also provide support to the Director of Professional Development. This position reports directly to the Director of Professional Development.

Principal Duties and Responsibilities:

Training:

- Presents and conducts training sessions relevant to the outreach of the Illinois Community Action Network.
- Assists in the development of learning competencies across trainings to ensure a high level of education, standardization and credibility.
- Markets and promotes trainings to like-minded organizations.
- Maintains grade records, files and other materials related to trainings.
- Creates and responds to pull-out trainings, as requested by the Illinois Community Action Network.
- Implements focus groups to assess the need for membership trainings and to determine future needs, utilizing in- and out-of-network participants.
- Creates curriculum and/or identifies potential trainers to provide training to the Community Action network.
- Aids in the development of training materials and technical assistance publications.

Statistical Data Analysis:

- Analyze quantitative and qualitative data to help IACAA and member agencies make business decisions.
- Create and maintain data sets for data mining and predictive analytics.
- Pull and manipulate data from multiple sources.
- Perform trend analysis over time.
- Works collaboratively with organizations and other entities to provide data analysis trainings to Illinois agencies working with low-income and at-risk populations.
- Routinely analyses data, internal and external, to determine the needs of the network and the association.
- Creates, distributes and analyzes data and data gathering instruments such as surveys, assessments and other processes.

- Coordinates research and reports development on poverty-related concerns dealing with community development.

Other:

- Provides staff support to standing committees and task forces as assigned.
- Aids in the coordination of special projects.
- Assists with grant writing and editing of official IACAA documents.
- Creates invoices for billings of trainings.
- Communicates with the Director of Membership and Executive Services training announcements and registrations.

Additional Duties and Responsibilities:

- Represents the President/CEO and/or other personnel, as needed.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope: Reports directly to the Director of Professional Development. Regular interaction with all employees of IACAA. Frequent interaction with CAA members, community groups and governmental authorities.

Performance Expectations: Quality, accuracy, thoroughness, reliability and timeliness of work performed. Responsiveness to CAA members and outside contacts and their satisfaction with service received. Positive promotion of services provided by the Agency where possible and appropriate. Effectiveness of communications and development of good working relationships with management, co-workers, members and outside resources. Clarity, courtesy and tact in interpersonal contacts. Maintenance of confidential business information and ethical conduct.

Knowledge, Skills and Abilities:

- Bachelor's degree in data analysis, community development, or adult education.
- Certifications in ROMA and FCD strongly encouraged. ROMA Trainer certification must be obtained within two years of employment.
- Work towards the Professional Community and Economic Development certification (a three year process).
- Requires at least three years of adult training.
- Ability to develop materials and agendas.
- Research and writing skills required.
- Familiarity with personal computers required, knowledge of desktop publishing, Excel, Word, and database software.
- Strong presentation skills required.
- Experience developing curriculum and maintaining student attendance records.
- Effective written and communication skills.
- Experience in public speaking or small group presentations required.
- Knowledge of governmental structures required.

- Strong understanding of poverty, its causes and conditions and its impact on individuals and communities is essential. A good understanding of Community Action Agencies is preferred.
- Ability to work effectively with persons at all levels of the organization (fellow employees, member agency executives and staff, partners, state and federal agency officials, etc.).

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury. This position generally works 40-45 hours a week with occasional evening hours to attend meetings. This position requires a safe driving record and current driver's license. The ability to travel at least seven to ten working days per month throughout Illinois, with occasional out-of-state travel.

General: This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President/CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date