

Chief Probation Officers of California (CPOC) <http://www.cpoc.org/> is a non-profit member organization representing the appointed Chief Probation Officer in every county in California.

We have a career opportunity for an experienced, passionate and dedicated **Training Coordinator**.

**THE POSITION:** Regular full-time professional Training Coordinator to ensure the smooth and effective functioning of educational training in the field of Probation. You will manage, design, develop, coordinate and conduct large- and small-scale training programs.

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**The ideal candidate will have a proven track record in the following areas:**

- Minimum of 1-2 years' experience in project coordination, management, planning or similar position responsible for
- Extremely organized and proactive, self-starter. Able to maintain composure under pressure and deadlines in fast paced environment.
- Excellent communication skills with a client-centered and team approach
- Exceptional interpersonal communication and relationship building skills
- Flexible and adaptable to challenges and changes with the ability to prioritize workload
- Proficient in Microsoft Office and ability to learn new technology and web-based programs

**Responsibilities include:**

- Map out training plans; design and develop training programs
- Assist in the design and prepare educational aids and materials upon consultation with subject matter experts
- Maintain updated curriculum database and training records
- Manage and maintain in-house training facilities and equipment
- Coordinate multiple training events in a corporate setting
- Work as part of a team as well as independently with minimal supervision

**Minimum Requirements:**

- Bachelor's Degree
- Advanced organizational skills with the ability to handle multiple assignments
- Meet critical deadlines, and complete assigned tasks under pressure
- Strong communication skills
- Travel Required
- Must have access to reliable vehicle, a valid driver's license and be able to transport materials to and from meetings and events/programs
- Must be able to lift or carry 25 lbs. and perform set up/take down of event equipment

If you have been looking for an opportunity to be a part of an organization where your skills are appreciated and you can develop even greater expertise to propel your career forward, let's talk – it will be the best decision you have made in a long time. CPOC offers competitive salary, comprehensive benefit package and paid parking. CPOC is proud to be an equal opportunity employer.

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