



Trainer Academy Coordinator

Child Care Aware of Minnesota provides statewide leadership in shaping collaborations that collectively build a diverse, high-quality childcare system accessible for all Minnesota families through partnership with and in support of local resource and referral services. We pride ourselves on being a great place to work, offering competitive benefits, flexible work environment, and opportunities for long-term professional growth. We are looking for team members who are passionate, adaptable, and interested in high-impact work that influences systems statewide. Embedding equity in organizational practices is a core value and we are committed to diversity, equity and inclusion in hiring, promotion, and workplace culture.

Position Description

The **Trainer Academy** Coordinator is responsible for creating and coordinating a new Trainer Academy for the early childhood workforce in Minnesota. The Training Academy Coordinator will recruit and advise new trainers to meet the new Minnesota trainer requirements.

Duties and Responsibilities

Program Development:

1. Work with a team of experts to create the **Minnesota Early Childhood Trainer Academy** that consists of:
 - Knowledge and Competencies Framework
 - Early Childhood Indicators of Progress
 - Adult learning training opportunities
 - Co-training opportunities
 - Observation and mentorship
2. Create forms and materials to be used with the Academy, including policies and documentation
3. Work with a team of experts to create a trainer orientation covering state systems, best practices, and licensing rules.

Implementation:

1. Coordinate implementation of the Minnesota Early Childhood Trainer Academy
 - Advise Academy participants
 - Use interpersonal skills inclusive of diverse audiences to advise and support new trainers to meet Minnesota trainer requirements
2. Develop and implement outreach strategies to recruit trainers
3. Continually assess the Trainer Academy to ensure that it is meeting the needs of trainers
 - Create and disseminate surveys

- Aggregate data and present to funders

Qualifications:**Required**

- 4-year degree in the field of Adult Education, or related study and experience
- Experience in educational advising
- Adult learning theory
- Knowledge of and experience with cultural diversity and the ability to communicate effectively with diverse groups
- Demonstrated intercultural competency skills and experience working cross-culturally, with a commitment to incorporating the principles of diversity, equity, and inclusion into your work.
- Self Starter, high interest in creating new programs

Recommended

- Knowledge of adult educational programming
- Familiar with online learning best practices

Working Conditions:

- In-state travel required as needed (will include minimal overnight trips).
- Growing, evolving organization
- This position reports to the Director of Workforce Development

Compensation and benefits:

- Salary starting at \$47,800 dependent upon education and experience
- Competitive Benefits Package, including health, dental, 401K, leave time
- Flexible schedule and partial telecommuting possible

Interested Applicants should send a cover letter and email to Cory Woosley coryw@childcareawaremn.org by 7/30/19

Child Care Aware of Minnesota is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, ethnicity, religion, gender, national origin, sexual orientation, disability or veteran status. We encourage interested applicants from all backgrounds to apply.