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| IAP2 USA TRAINING COORDINATOR |
| Job Information Kit |

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| June 2014 |



**Advice to Potential Applicants**

Thank you for your interest in this position as described below.

*MAKING INQUIRIES:*

For inquiries regarding the application process and the position, please contact Amelia Shaw, Executive Manager IAP2 USA, at [amelia@iap2usa.org](mailto:amelia@iap2usa.org)

*COMPLETING YOUR APPLICATION:*

Please include the following with your application:

* A resume (or curriculum vitae) with your personal details, current contact information, work history, qualifications, and contacts for two recent work references.
* A clear statement addressing the job requirements detailed in the attached position information.
* A cover letter stating why you are applying for the position.

*SUBMITTING YOUR APPLICATION:*

1. **Applications must reach our inbox by no later than 4:00 PDT, Wednesday, July 2, 2014 – however, we will continue to accept applications after that date until the position is filled.**
2. Applications will be accepted by email only to [amelia@iap2usa.org](mailto:amelia@iap2usa.org); you will receive an email confirming receipt of your application within 48 hours of submission.
3. All applications become the property of IAP2 USA and cannot be returned.

***Thank you for your interest in working for IAP2 USA***

**Position Description: IAP2 USA Training Coordinator**

**Position Identification**

Title: Training Coordinator

Level: Management - Contract

Reports to: Executive Manager, IAP2 USA

Direct Reporting Positions: None

Location: Virtual Office

## The Training Coordinator is responsible for arranging, promoting, and managing IAP2 USA-hosted training. Compensation is currently commission-based.

## Responsibilities include but are not limited to the following:

1. Seek opportunities and respond to requests for Affiliate-hosted training
2. Work with clients to understand their interests, needs, and priorities for Affiliate-hosted training
3. Manage the trainer selection process for each training (from a pre-qualified pool)
4. Work with client as necessary to arrange venue, catering, logistics, electronic equipment, and related requirements
5. Promote Affiliate-hosted training
6. Consult with clients and selected trainers to continuously improve Affiliate-hosted training
7. Respond to inquiries from potential or registered participants
8. Arrange for registrations and payments via the IAP2 USA website
9. Contract with trainers for specific courses and coordinate with them for the training they are providing
10. Handle all trainer payments related to course delivery
11. Provide or arrange for all required information and materials to trainers / participants in a timely manner
12. Document and report on training events
13. Actively manage client relationships including evaluations
14. Other work as required

## Compensation

Training Coordinator receives 25% of the net profit on each training.

## Terms

1. The Training Coordinator is a contract position; the contractor is responsible for all tax obligations.
2. IAP2 USA places no restrictions on the Training Coordinator’s regular employment or sources of income. Potential conflicts of interest will be addressed and resolved on an individual basis.
3. The maximum term of this contract is one year, renewable upon mutual agreement.

**It is desirable that the person has:**

* An appreciation and knowledge of IAP2 training as well as related training
* Experience marketing training or similar products/services
* An ability to work with and complete contracts
* Good communication skills
* Working knowledge of contemporary communication tools
* Experience working with nonprofits

**Personal Qualities:**

This role *requires* an organized and self-motivated person. It is essential that the person has:

* Capacity to be flexible and work across time zones
* A positive outlook that motivates, encourages, and inspires training opportunities to be fostered and developed
* A collegial and cooperative spirit that supports other contractors and trainers within IAP2 USA