Title: Training Associate
Reporting Relationship: Director of Programs (Interim – Program Manager)
Starting Salary: $67,500 per year

Job Summary
The Training Associate is responsible for providing training for RCI including the development of appropriate training materials, the delivery of training under specific programs now and into the future and has oversight of other RCI trainers and contractors. Working closely with RCI’s Program Manager, the Training Associate supports the development and delivery of caregiver trainings for staff, partners, and the community to complete grant requirements, support pilots with new partners and the hand off training programs to sustainable venues and partners. The Training Associate will also work to support the delivery of current and future programs as needed.

Responsibilities:

- Develop, revise, update and provide quality training programs and sessions for RCI based on current funding requirements, partnerships and new programs in design.
- Develop and maintain positive relationships with partners and program supporters within local, state, and national levels to promote the growth and delivery of the RCI programs.
- Identify, recruit and train potential trainers for RCI programs.
- Deliver training programs in person and virtually as required by funded programs and/or partnership agreements and work with colleagues to constantly improve training experience.
- Administer and review program evaluations for class and workshop participants following established protocols.
- Develop and revise print and instructional materials to be used in training in accordance with established RCI branding and communications guidelines.
- Actively seek out current methods and best practices to facilitate caregiver training.
- Assist in planning, developing, and evaluating training courses and materials.
- Work closely with RCI Program Innovation Manager to develop and deliver content and material for new caregiver training.
- Deliver presentations and training workshops to professional and caregiver communities as directed.
- Actively participate in regular team meetings, training, and technical assistance calls with RCI staff.
- Assist in writing content for reports for funders and partners.
- Deliver some RCI programs and caregiver coaching, in-person and virtually, as required by funders and partners as needed.
- Maintain and share consistent documentation of interactions on behalf of RCI, as well as provide regular reports and updates on these to drive organizational strategy.
- Work directly with Senior Leadership Team to cultivate appropriate peer and funder relationships that result in future engagement and funding of RCI, maintaining a high level of professionalism, performance, and integrity in these relationships.
- Participate and support organizational efforts to promote and develop Diversity, Equity, and Inclusion (DEI) within the organization and across all aspects of its work.
- Participate in and acquire the necessary training and maintain knowledge of DEI-related issues and apply best practices.
- Perform other duties as assigned.
- Occasional travel required.
Required Qualifications:

- Minimum 5 years experience as a facilitator or program trainer.
- Strong interpersonal skills with the ability to work well with individuals across all organizational levels.
- Experience in curriculum design and training evaluation.
- Ability to work independently and prioritize projects to meet deadlines in constant coordination with organizational leadership and appropriate project staff.
- Exposure to, and familiarity with, the lived experience of caregivers.

Knowledge, Skills, & Abilities

- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with RCI’s senior leadership, donors, and staff.
- Possess strong organizational skills with attention to detail.
- Ability to build effective relationships with all participants, peers, and stakeholders.
- Must be able to work within a cross-cultural setting, negotiate diplomatically, and function well under pressure.
- Skill in prioritizing and organizing work.
- Ability to productively impact both strategic and tactical initiatives.
- Excellent judgment and creative problem-solving skills with the ability to make decisions in a changing environment and anticipate future needs.
- Unimpeachable ethical standards, confidentiality, and personal integrity.
- Proficient in Microsoft Office, SharePoint, and project management platforms.
- Alignment with the mission of the Rosalynn Carter Institute for Caregivers; Commitment to and promotion of RCI’s values (empathy, advocacy, equity, collaboration, community, knowledge).