



## Formed Families Forward Job Description

Position: **Training and Administrative Coordinator** (grant-supported; hourly part-time, 15-20 hours per week on average)

Reports to: Executive Director

### Job Summary:

The Training and Administrative Coordinator is responsible for scheduling, planning, and implementing training opportunities and other events for parents, caregivers, youth, and professionals. Coordinates events, workshops and other on-site and virtual trainings. Supports a variety of administrative tasks.

### Qualifications\*:

Experience with record keeping

Experience with meeting coordination and scheduling

Proficiency with Microsoft Office programs, Google suite, and online events management applications

Professional phone, email and interpersonal communication skills

Flexibility to work non-standard hours (occasional evening and weekends: on average, one or two evening or weekend commitments monthly)

Knowledge of, or willingness to learn, special education policies and procedures

Familiarity with the unique experiences and needs of foster, adoptive and kinship families

Flexibility and enthusiasm for dynamic, family-focused work in a small non-profit environment

Have a Driver's License, an automobile, proof of automobile insurance, and ability to travel locally and across Virginia, including occasional overnight stays out of town

Ability to lift and move objects weighing up to 40 pounds

Specific Duties:

Schedule, manage logistics coordination, attend and manage events (trainings, workshops, resource fairs, exhibits, etc.) and related travel arrangements. Some regional and out-of-state travel required.

Create and manage registration for in-person and webinar training events using online event management and delivery tools

Assist with planning, logistics management and implementation of FFF's annual *Spring Forward: Foster, Adoptive and Kinship Family Fun Day*

Coordinate collection, recording and analysis of data evaluating training

Support social media communication tasks

Support the work of other FFF staff, and collaborating partners and agencies

Represent Formed Families Forward, its mission, and its projects at events and exhibits, in community settings, and in other communications

Other duties as assigned

Salary range: \$19.00-\$21.50/hour, based on experience and education

Formed Families Forward is an equal opportunity employer.

\* Foster or adoptive parents and kinship caregivers raising children and youth with special needs are strongly encouraged to apply.

Interested candidates are invited to send a resumé and cover letter to Dr. Kelly Henderson, Executive Director, Formed Families Forward at [kelly.henderson@formedfamiliesforward.org](mailto:kelly.henderson@formedfamiliesforward.org) by April 10, 2023.