

## **Notice of Position Available**

**Title:** Education and Training Coordinator

**Reports to:** Executive Director

**Description:** The Education and Training Coordinator designs and implements professional development opportunities for UTLA members, elected Board of Directors, Officers, and staff. Duties may vary throughout any given year and from year-to-year and shall be based on annual objectives mutually agreed upon between the Coordinator and Executive Director.

The Education and Training Coordinator's core duties shall include:

- Development of statewide and local education programs and curricula, including but not limited to leadership development, member organizing, contract campaigns, new member/new leader orientation, basic know your rights/representation, conducting meetings, negotiations, effective communications, effective uses of research, electoral issues, coalition building and train-the-trainer.
- Maintain files of training materials developed locally or obtained from outside sources.
- Conduct research to be integrated into curriculum on issues in education that impact school staff, UTLA members, students and families, and the community.
- Acquaint staff, Board members and elected officers, and UTLA members with training programs and procedures.
- Develop and Coordinate Chapter Chair training programs.
- Coordinate classes in the Helen Bernstein Center with UTLA's Professional Development Committee.
- Identify training sites and coordinate all logistics for trainings including registration.
- Prepare instructional materials including agendas, printed materials, PowerPoint presentations, learning technologies, etc.
- Collaborate with outside consultants or subject matter experts as needed.
- Conduct organization-wide needs assessments and attend/observe UTLA meetings and functions to identify skills or knowledge gaps to be addressed with education.
- Work with the Executive Leadership Team to develop an on-going culture of education and training.
- Collaborate with the Executive Director to establish and develop staff teams equipped to assist in the delivery of trainings, ensuring a shared approach to facilitation.
- Identify opportunities for staff to attend outside trainings to broaden skills for the benefit of UTLA members and staff.

- Develop and conduct effective on-boarding and new employee orientation sessions.
- Gather data to evaluate training programs' effectiveness, success and ROI annually and report results to Executive Director.
- Performing other duties as directed by the Executive Director.

### **Required Qualifications:**

A minimum of five years of experience as an adult educator in the field of education and/or a workers' rights setting - OR - three years of experience and a BA in a relevant field.

### **Excellence in the following skills:**

#### **Instruction**

- Familiarity with adult learning theory
- Curriculum development for in person, online, and hybrid learning environments
- Collaborate with organizational staff and allies on program development
- Public speaking
- Presenting materials about work, workers, and their organizations in workshop and classroom settings.

#### **Outreach and Recruitment**

- Communicate with members, staff and elected leaders about programs in person and via a variety of communication technologies.
- Work with staff to recruit participants.

#### **Research**

- Gather information about key issues and events affecting education, work, workers, and the economy to use in trainings and provide to constituents as needed.

### **Desirable Qualifications:**

- Bachelor's degree in leadership development, education or related field.
- Proven work experience as a lead trainer or training coordinator.
- Track record in designing and executing successful training programs.
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc.).
- Excellent communication and leadership skills.

- Strong report writing and record keeping ability.
- Ability to plan, multi-task and manage time effectively

**Salary and Fringe Benefits**

- UTLA staff are represented by a staff union with a negotiated agreement. USW base salary range is \$108,403 – 137,442 per year depending on background and experience. Fringe benefits include medical, dental, vision care for staff members and eligible dependents. There is an excellent retirement plan and a monthly automobile allowance for maintenance, insurance and operation of a car.

**TO APPLY**

Please email Cristina Alfonso, Confidential Executive Assistant to Diana Darty, at [utlajobs@utla.net](mailto:utlajobs@utla.net) for an application and accompanying documents.

**APPLICATIONS MUST BE RECEIVED BY OR BEFORE 5 PM, ON MAY 6, 2025.**