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**California Human Development**

**Job Description**

**EMPLOYEE NAME:**

**Job Title: Job Link Training Coordinator**  
**Department/DIVISION:** Workforce Development Division & Farmworker Services

**REPORTS TO:**  Sonoma County Job Link -One Stop Operator

**FLSA STATUS:**  Non-Exempt

**LOCATION:** Santa Rosa, Job Link

**REVISED DATE:**  07/12/2021

**Summary Description:** Under the supervision of the One Stop Operator, the Job Link Training Coordinator is responsible for developing workshops and trainings to meet the needs of Job Link clients. The coordinator will conduct train-the-trainer sessions for the Job Link Navigators who will then be responsible for providing training at locations throughout Sonoma County. The Job Link Training Coordinator will provide guidance for the Navigators and assistance with the planning and execution of outreach activities.

**DUTIES AND RESPONSIBILITIES:**

* Research and develop career-related workshops for Sonoma County clients seeking employment.
* Present and deliver the developed career-related workshops to clients.
* Assist with the training of Navigators on conducting workshops/presentations.
* Assist the One Stop Operator with scheduling Navigators to ensure consistent coverage at all sites.
* Develop workshop and special event calendars to include events throughout Sonoma County.
* Maintain social media presence by managing accounts and website.
* Provide support to navigation services to ensure consistent availability, including from the network for America’s Job Career Center’s (AJCC) partners.
* Branding Requirements: comply with Workforce Innovation Opportunity Act (WIOA) AJCC branding requirements.
* Provide coverage for One Stop Operator when they are unavailable or away from the office.
* Other duties as assigned.

**Supervisory Responsibilities**

None

**Required Skills and Abilities**

* Ability to travel to various locations.
* Bilingual English/Spanish is highly desirable.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports and correspondence.
* Ability to speak effectively before groups of customers or employees of organization. Basic knowledge of curriculum development.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* Basic knowledge of Microsoft Office including, Excel, Word, PowerPoint, Publisher, and Outlook.
* Other duties as assigned.

**Education and/or Experience**

* Associate's degree (A. A.) or equivalent from two-year college or technical school
* Two years of related experience and/or training
* Equivalent combination of education and experience

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Regularly*:* Talk or hear

Frequently: Manual dexterity; Stand and walk and lift up to 25 pounds

Occasionally: Bending; Stooping; Pushing/Pulling; Carrying; Reaching

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

**Work Environment**

Frequently: Work near moving mechanical parts

Occasionally: Wet or humid condition, high precarious places, around fumes and airborne particles, outdoor weather conditions, extreme cold or extreme heat

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with clients, co-workers, management and volunteers. Employment at CHD is* ***at-will****. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_