

Job Description

Job Title:	Coordinator, Training & Development
FLSA Status:	Full-time/Exempt
Department:	Program
Reports To:	Director, Training & Development
Location:	Rung St. Louis
Schedule:	Varies; will include regular evening hours (up to 2x per week until 8:15 p.m.) and occasional weekend hours
Salary Range:	\$62,000 - \$67,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women's model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: This position is responsible for delivering training and workshops to Rung Members that prepare them with the Power (soft/behavioral) skills and professional portfolio needed to secure jobs and be successful in their career. The Coordinator, Training & Development also supports Members in developing critical technical skills for their new career by supporting the coordination & execution of volunteer-led study groups, accountability processes, and other supports. If you're someone who loves inspiring adults to learn new skills, are driven to achieve goals, and enjoy finding innovative ways to help others achieve high levels of performance, this is the position for you!

How you'll help Rung achieve our vision: This position ensures that all Members have the job-related skills, professional presence, and confidence to successfully secure a job that will help her increase her wealth.

What you will do:

Group Training & Facilitation

- Lead professional development workshops and classes to ensure Members can demonstrate skills based on Rung's standards, including but not limited to Member Orientation sessions and Rung's Professional Power Skills program
- Track Member attendance and progress in professional workshops and skills training programs
- Provide weekly check-ins around Member performance and progress in training programs
- Assist in planning logistics for professional trainings and workshops, including ensuring Members are enrolled in classes, attendance is tracked, materials and supplies are maintained, and appropriate data input to Salesforce database

Support the Execution of Member Skills Training Supports

- Develop familiarity with and a strong working knowledge of Rung's Skills Training programs and processes, including a basic knowledge of Rung's targeted industries and career pathways
- In collaboration with the Manager, Learning & Instructional Design:
 - Provide accountability and assistance to manage Members' completion of Skills Training programs
 - Monitor skills training study groups and provide support to volunteers and Members

Support the Coordination of Volunteers & Partners

- In collaboration with the Director, Training & Development:
 - Coordinate simulations and work with Community Engagement Coordinator to select, train, and schedule volunteers to staff simulations, role-plays and other training activities
 - Coordinate mentors for professional training classes
 - Assist with training volunteer mentors and speakers in professional training classes
- Monitor simulations (i.e. mock interviews) and provide feedback to Members and volunteers

Develop & Design Courses

- Regularly evaluate the effectiveness of member learning programs based on observation, member feedback, and outcomes data
- Assist with the re-design of professional training class materials & facilitation guides
- Create, curate and add professional education content to the Learning Management System
- Develop “ad-hoc” workshops and learning experiences as needed

General Program Support

- Participate in cross-functional teams to ensure successful execution of program and achievement of organizational goals
- Administer surveys and collect data to evaluate the effectiveness of workshops/courses and of the Members’ experience
- Maintain weekly Salesforce data entry standards along with meeting monthly quality audits.
- Proactively assist with designing, developing, and refining programmatic processes and assets
- Assist other departments as needed

What you need to bring us:

- Passion for Rung’s vision & mission
- Demonstrated experience in working with individuals from diverse backgrounds
- Previous coaching, leadership, and adult learning experience
- Previous experience and demonstrated comfort in a training/teaching role
- Strong knowledge of adult learning, design, and facilitation best practices
- Flexibility and adaptability with ability to manage multiple priorities
- People- and relationship-orientation
- Commitment to continuous improvement
- Comfort with using data to assess Member progress, setting priorities, and making modifications to curriculum design to ensure successful completion of trainings
- Proficiency with Microsoft Office products
- Familiarity with CRM systems (particularly Salesforce) preferred

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee’s annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to two days/week

- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/44aa1893-fc20-4a93-a1d6-ccbffa38e496?type=candidateba>