



## **JOB DESCRIPTION**

### **Education and Training Coordinator**

#### **DUTIES AND RESPONSIBILITIES:**

- Plan, schedule and coordinate training and professional development events, including face-to-face and online webinars/courses.
- Help define the scope, goals, and deliverables for FLC's training/professional development offerings.
- Manage the planning and implementation of the annual Florida Literacy Conference.
- Research locations for professional development offerings (including the Conference) and negotiate related hotel/venue contracts.
- Design and distribute email promotion/marketing materials for events, trainings, and other projects.
- Coordinate FLC's training material grants.
- Manage and update online tutor training course.
- Evaluate events' success and submit reports.
- Share relevant information and resources with adult education and literacy practitioners via email, FLC newsletter, trainings, social media, and website.
- Promote FLC services and represent organization at meetings, trainings, and other events as required.
- Process travel reimbursements for training session attendees.
- Collect and compile information for grant deliverables.
- Recruit and supervise FLC intern.
- Help proofread and edit essays for the annual Florida's Adult Learner Essay Book.
- Assist with special projects and perform other duties as assigned.

#### **PREFERRED SKILLS AND QUALIFICATIONS:**

- Bachelor's degree and good organizational, communications, technology, and interpersonal skills.
- Experience coordinating virtual and in-person events/trainings.
- Organized multi-tasker, who can handle diverse projects and meet deadlines.
- Experience in document design, writing, online course development, adult education, and project management preferred.

**JOB TYPE:** Full-time. One day per week is worked remotely.

**SALARY RANGE:** \$38,000 - \$42,000 per year

**BENEFITS:** Health insurance, life/disability insurance, paid vacation, sick leave, retirement plan, tuition benefits.

**APPLICATION INSTRUCTIONS:** Please submit resume and cover letter to [jobs@floridaliteracy.org](mailto:jobs@floridaliteracy.org).