



## **ABHMS is hiring! Training Coordinator**

For nearly two hundred years, American Baptist Home Mission Societies has answered God's call to develop and equip Christian leaders to make a positive impact in people's lives. We promote the Christian faith across the United States and Puerto Rico by cultivating Christ-centered leaders and disciples who heal and transform communities in partnership with American Baptists and others.

ABHMS is looking to hire a Training Coordinator who will serve as an integral part of ABHMS' team. The Training Coordinator will be responsible for providing a variety of software training to the employees of ABHMS, assisting and training end users for firm-approved applications in a variety of different methods (e.g., classroom, one-to-one, and remote training). The goal is to ensure employees have proficiency in utilizing core software including Microsoft 365 Office Suite, Microsoft Teams, Smartsheet, Salesforce, Zoom and other software programs as deemed necessary. The successful candidate will work from our offices located in King of Prussia offices. This position is accountable to the Executive Director/HR Director.

- Do you have a passion for training people how to better use technology software?
- Do you have experience teaching adults technology?
- Are you a natural collaborator?
- Is it important for you to work for an organization that advocates for all God's people?

Then, you might be interested in the Training Coordinator position!

### **Core Responsibilities:**

- In collaboration with executive director, technology management team, and other key leaders, identify training needs and create diverse methods for proper instruction, while analyzing an individual's training requests and providing resources to meet those needs.
- Create/recommend existing classes designed to promote learning, with training provided via classes and demonstrations in group and one-on-one sessions
- Preparing training documentation, handouts, instructions, follow-ups, and other materials as needed
- Leverage existing on-demand training resources (SkillsPath, Smartsheet and Salesforce online training, Udemy etc) to assist staff in their learning
- Participating in core working groups to prepare for upgrades, writing materials, and learning processes

- Coordinate and schedule all aspects of classes, including creating training reports, scheduling conference rooms, coordinating audio/visual, sending invitation confirmations and reminders, and keeping records of trainee attendance
- Protecting and maintaining any highly sensitive, confidential, privileged, financial, and/or proprietary information of ABHMS
- Coordinate training projects, promote up-skilling opportunities, track agency participation and compliance.
- Other related duties that may be assigned by Executive Director, as needed.

**Qualifications:**

- Passion for helping people learn how to best utilize technology
- Microsoft Office Specialist certification (a plus)
- Bachelor's degree in related field
- Minimum of five (5) years training experience in applications ABHMS uses
- Excellent written and verbal interpersonal, organizational, and communication skills with an ability to multitask and prioritize tasks in a fast-paced environment.
- Exceptional organizational skills and strong attention to detail.
- Excellent communication skills across all media, with strong presentational skills, including the capability to deliver instructional presentations to a diverse audience
- Possess well-developed professional interpersonal skills, enabling effective interaction with individuals at all levels within the organization
- Strong time-management skills and able to effectively prioritize and handle multiple deadlines.

**ABHMS** is a great place to work! We offer a safe, professional work environment located at 1075 1st Avenue, King of Prussia, Pa.

ABHMS is an equal opportunity employer. We do not discriminate and take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

If interested in applying: send the following via email to [LMiraz@abhms.org](mailto:LMiraz@abhms.org)

- Cover Letter & Current Resumé
- A 2–3-minute video highlighting your experience with and passion for training.