

Training and Staff Development Program Associate (Healthy Families New York)

Prevent Child Abuse New York is currently seeking to hire a full-time Training and Staff Development Program Associate to join our team. The primary responsibilities of a TSD Program Associate are to:

- Provide ongoing administrative and clerical support to the Director of Training and the HFNY Training and Staff Development team;
- Perform general clerical tasks and maintain the training attendance database;
- Organize and manage on-going training announcements and registration (interfacing with the Healthy Families America national office where applicable);
- Maintain internal team and statewide HFNY calendar for training events and activities;
- Maintain contact and distribution lists for communication to the HFNY state system;
- Record and share minutes for team meetings and planning meetings and other events as needed;
- Summarize and periodically analyze training evaluations and feedback;
- Assist with tracking of contract deliverables, information needed for quarterly reports, and annual reporting;
- Organize distribute and coordinate training materials where applicable;
- Arrange training sites, equipment, and materials for training events where applicable; and

Candidates will be required to show that they have experience with training coordination and data management.

Preferred candidates:

- *Experience working in a not-for-profit setting.*
- *Knowledge of Google Suite, Excel and design software.*
- *Experience with the Healthy Families America home visiting model.*
- *Experience in primary prevention, child development, and infant and/or adult mental health.*

A successful candidate will demonstrate excellent leadership, reflective practice, communication, writing, training coordination and experience with data management. Reports to and is supervised by the Director of Training. Occasional overnight travel may be required. This is a hybrid position located in greater capital region.

We recognize that people come with a wealth of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Diversity of experience and skills combined with passion is a key to innovation and excellence. Therefore, we encourage people from all backgrounds to apply for positions. Please let us know if you require accommodations during the interview process.

The position is full time, exempt. This position is open until filled.

Interested individuals should provide a cover letter and resume to:
Erika Leveillee, Training and Staff Development Director
Prevent Child Abuse New York | 1 Steuben Place, Suite120 | Albany 12207
or email: eleveillee@preventchildabuseny.org
with subject: Training and Staff Development Program Associate(HFNY)

Prevent Child Abuse New York, a state chapter of Prevent Child Abuse America, is on the forefront of a growing movement to stop child abuse and neglect before it has a chance to start. We serve as a resource for parents and families, connecting them with help, support and resources. We advocate for programs and policies that support families and prevent abuse. We foster a statewide network of individuals and organizations committed to prevention. PCANY is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.