



## Full Time

**Organization:** New Jersey Prevention Network ([www.njpn.org](http://www.njpn.org))

**Position Available:** Training Coordinator

**Location:** Tinton Falls, NJ

The New Jersey Prevention Network is a public health agency that has been in existence for more than twenty years. NJPN works to prevent substance abuse, addiction and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use of evidence-based practices and strategies.

### **Responsibilities include:**

- Coordinating all aspects of online trainings for the Addiction Training Workforce Department.
- Oversee online training delivery including but not limited to possible development of new slide decks, manuals and homework materials.
- Assist with database management (training data base and web based platforms)
- Fostering and maintaining relationships with customers (trainers, supervisors, and peer workers).
- Developing marketing campaigns for online training initiatives that include those for participants and trainers/facilitators.
- Other duties as assigned.

**Academic Requirements:** High School Diploma required, Bachelor's Degree preferred.

### **Required Experience:**

- Minimum 3 years of experience in related field.
- We are particularly looking for individuals with:
  - Experience working with culturally diverse populations.
  - Experience with virtual platforms such as Zoom, Basecamp, Google Drive Etc
  - Familiarity with CRM Svcs such as Salesforce and LMS/Litmos a plus
  - Knowledge of addiction counseling
- Candidate must possess excellent verbal and written communication skills, excellent time management skills, customer service skills, organizational skills, and possess the ability to work with a team and or independently. Additionally, candidate must possess excellent computer skills, including but not limited to proficiency with Microsoft Office programs.

### **Benefits:**

- Competitive salary
- Comprehensive medical, dental and vision plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.

- Employee Assistance Plan

The Training Coordinator is a full time position (35 hours per week). Applicant must have the ability to work a flexible schedule. A cover letter highlighting your interest and experience is required. Submit cover letter and resume to the following: [Careers@NJPN.Org](mailto:Careers@NJPN.Org).

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**Please Note:** Resumes without cover letters will not be considered.