POSITION TITLE: Training Coordinator

DIVISION: Impact Team – Training

LOCATION: North Hollywood, CA

SALARY: $50,000-$65,000

Why Join Us:
You believe that every person deserves a place to call home. You see that homelessness is a systemic issue and want to be a part of the solution. You are ready to utilize your talent, experience, and creativity towards purpose-driven work. You want to work alongside industry leaders to learn, implement, and pioneer best practices.

LA Family Housing is a leading non-profit agency in Homeless Services and Real Estate Development. With over 35 years of experience and 11,000+ people’s lives changed each year, we know what it takes to end homelessness. We take tremendous pride in the emergence of our staff as national leaders in innovation, best practices, and policy within housing production and homeless services. Join the fight to end homelessness and make a difference in people’s lives at LA Family Housing!

The Team:
The Impact Team is dedicated to maximizing the influence of agency work across the entire organization and community at large, through the implementation and analysis of Human Resources, Performance, Recruitment and Onboarding, and Staff Development metrics; ensuring LA Family Housing remains a leading provider of impactful services to end homelessness.

The Position:
As a Training Coordinator, you will work with the Director of Staff Development while using your experience and expertise in strategic training development and implementation to play an integral role in expanding best practice methodologies, disbursing industry knowledge, developing staff, and enriching our organization.

What You’ll Do:

• Collaborate with the Director of Staff Development to create learning & development strategies.
• Assist in development, management and analysis of a learning data tracking system.
• Create and present engaging learning activities and compelling course content
• Coordinate trainings with City, County, and community partners

Who You Are:

• You Are a Trailblazer — You think outside the box, proactively researching and integrating cutting-edge education and training methodologies.
• You Are an Entertainer — You thrive in front of a crowd, captivating and engaging an audience is your bread and butter.
• **You Are an Optimizer** - You find the most efficient way to accomplish goals using data analytics while presenting a personable demeanor and phenomenal experience to all parties.

• **You Are a Collaborator** — You quickly adapt to new situations, reprioritize without compromising quality, and understand the value of people over process.

• **You Are Thorough** — You recognize the importance of details and can guide others through training models and processes seamlessly and attentively.

**What You’ve Accomplished:**

• Minimum Bachelor’s degree in Social Work, Education, or a related field
• Minimum three (3) years of relevant experience
• In-depth knowledge of the Coordinated Entry System (CES), homeless populations, systems and programs preferred

**What We Offer:**

• Medical, Dental, and Vision benefits
• Life Insurance, Flexible Spending Account
• Retirement: ROTH IRA or 403B with employer match
• Education Savings Plan
• Paid clinical hours for eligible employees seeking licensure (MSW/MFT)
• 9/80 work schedule: enjoy 3-day weekends every other week!
• Paid Vacation (to start at 14 days)
• Paid Holidays (12 observed per year)
• Paid Sick Days (w/Self-Care provision)
• Wellness Programs
• Professional Development Opportunity Funds
• Inclusive and Diverse Work Environment
• Personal and Professional Growth Opportunities
• Company-Sponsored Outings
• Employee Discount Program
• Employee Appreciation & Referral Programs
• And so much more!