Open Position: Learning & Development Coordinator
Be a Part of God’s Work at Agape!

We are currently accepting resumes for the following position:
Learning & Development Coordinator

Agape has an opening for a Learning & Development Coordinator. This role assesses organization-wide developmental needs to drive training initiatives and identifies and arranges suitable training solutions for employees. This role will also be responsible for creating, developing, implementing, and facilitating learning and development programs for employees. This role will assess learning and development needs through surveys, interviews, focus groups, and communication with employees and people leaders. Conduct an annual training and development needs assessment. The L&D Coordinator will collaborate with CHRO to ensure the learning and development programs and objectives align with the HR strategic plan and the organizations strategic plan. As well as serve as Lead for COA Training Supervision standard.

Education & Experience Required:
Bachelor’s Degree in Human Resources Management, Organizational Development, or other related fields, and at least 5 years of proven experience in design, plan, and implementation of efforts specific to training, professional development, to include related evaluation and analysis. Master's Degree in Human Resources Management, Organizational Development, or related field, and at least 3 years of related work experience preferred; Outstanding facilitation and presentation skills; Ability to work effectively in a team environment and across all levels of the organization. Must have excellent written and oral communication skills and demonstrated computer proficiency, including Microsoft Office Suite and other software applications essential to this position, including a learning management system platform. Strongly self-motivated. Will be required to work a flexible schedule to include evenings and weekends as needed. Must have an automobile available for business use and maintain a current driver’s license and current auto insurance with acceptable levels of coverage. The candidate must be willing to engage in Agape’s Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

Minimum Annual Salary: $55,000

About Agape:
Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Visit Our Online Career Portal to Apply:
http://agapemeanslove.org/career-opportunities/

*All positions require a valid driver’s license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.