

## Training Coordinator

Posted July 10, 2021

This position supports the mission of the Crisis & Trauma Resource Institute (CTRI) and its partner company, ACHIEVE Centre for Leadership (ACHIEVE). Our hope is to create a trauma-informed world and help create great workplaces through our training and consulting services. As a member of our collaborative six-person private training team, you would be responsible for helping our clients contract with us to set up training events for members of their organization. This is a client-oriented job that requires adaptability, attention to detail, and strong communication skills (both verbal and written). As is the case with all positions at CTRI/ACHIEVE, this role will evolve over time in support of the company and in connection with the strengths of the person hired.

**Start date:** August 30, or sooner

### Work Hours, Wages, & Benefits

This is a 37.5 hour/week position with some flexibility regarding start and stop times. The successful candidate will have a desk at our office at 120 Sherbrook Street in Winnipeg but will also be given some flexibility to work part-time at home after the initial orientation period.

**Wages:** Starting wage between \$35,000 and \$40,000

**Benefits:** An extended benefits package is available after three months of employment.

**Vacation Time:** New employees start with four weeks of paid vacation and personal days.

### Day to Day Duties

- Acting as the first point of contact for clients when they inquire about private training
- Writing and coordinating the details related to training contracts
- Communicating with our trainers
- Problem solving the complexities of scheduling and travel related to the training
- Other projects as assigned (not necessarily related to training coordination)

### Required Qualifications/Skills

- Enjoys speaking with people on the phone
- Excellent written skills
- Personable, friendly, and grounded
- Exceptional contributor to team environment
- Good computer skills and aptitude to learn new programs quickly
- Self-motivated and able to work independently
- Ability to handle and prioritize multiple tasks

- Strong time and organizational management skills
- Pays attention to detail
- Demonstrated commitment to our core values which are:
  - Embody – We practice what we teach.
  - Engaged – We care about each other and our mission.
  - Flexible – We pitch in where needed
  - Productive – We get things done, individually and collaboratively.
  - Receptive – We are open to feedback and improvement.
- Knowledge and understanding of Indigenous cultures, values, and traditions is an asset
- Education or experience in social work or mental health is an asset

## Closing & Interviews

Applications will be accepted until midnight, July 27, 2021. Successful applicants will be contacted by video call between July 29 and August 4 for a brief interview. Full length interviews will take place soon after the brief interviews.

## To Apply

Please send the following in **one attachment**: resume, cover letter, three work/school-related references, and a response to the following questions:

1. *What do you do to contribute to a healthy, vibrant work culture?*
2. *Please describe your understanding of the work of CTRI and ACHIEVE, and how the position of Training Coordinator helps in fulfilling our mandates?*

## Send Applications To:

Chantel Runtz at [chantel@ctrinstitute.com](mailto:chantel@ctrinstitute.com)