



Training Coordinator

A fast paced, statewide non-profit agency is seeking a full-time Training Coordinator. The Training Coordinator is responsible for the logistics and marketing of the agencies statewide trainings, workshops, conferences and presentations; including creating high quality announcements, brochures, online journals/newsletters; and design engaging social media content and overall website management.

Qualifications: Qualified applicants will possess strong interpersonal, oral and written communication skills; be able to work independently, prioritize work, multitask and have strong organizational skills. Technical qualifications include proficiency in Microsoft Publisher and Power Point; HTML/XHTML, CSS, Java Script, Dreamweaver or CoffeeCup HTML Editor.

A minimum of three years professional work experience is required; a Bachelor's Degree in Graphic Design or related field preferred, but not required; salary is commensurate with experience. Submit a resume with cover letter and one letter of reference to Executive Director P.O. Box 1332, Jefferson City, MO 65102-1332 by April 21, 2017. EOE