



## **Mamatoto Village, Inc**

### **POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Training and Workforce Development Coordinator</b>
<b>Reports To:</b>	Executive Director
<b>Customary Work Hours:</b>	Full-Time-Exempt
<b>Customary Work Days:</b>	Monday-Friday (weekends during the training period)
<b>Salary:</b>	\$55,000 per year

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#### **SUMMARY**

Mamatoto Village is a 501 (c)(3) non-profit organization devoted to creating career pathways for Women of Color in the field of public health and human services; and providing accessible perinatal support services designed to empower women with the necessary tools to make the most informed decisions in their maternity care, their parenting, and their lives.

By offering creative solutions to combating health disparities for moms, babies and their families, Mamatoto Village's innovative approach increases awareness, fosters a space for resilience and building upon women's strengths, and encourages the family to adopt healthy lifestyles that promote community transformation. We believe that the right to health and self-preservation according to one's own will is a basic human right; therefore, if women, due to socioeconomic status, ethnicity, or citizenship status, lack access to the information and tools they need to preserve their lives; the lives of their children; and long-term interests, then it is considered a violation of their rights as humans. Mamatoto Village is dedicated to acting towards the cause of reproductive justice in the best capacity possible. Additionally, we believe that women can be strengthened by other women from their communities to give rise to a more cohesive and supportive environment for childrearing and family wellness.

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**POSITION OVERVIEW:** The Training and Workforce Development Coordinator is responsible for the cultivation and oversight of the continuing education of employees, coordinating the Perinatal Health Worker and community professional development trainings. The Coordinator will ensure that continuing education content, software, systems, and equipment are appropriate and meaningful for skill development. They will coordinate an agency-wide initiative to implement research-based practices in professional development that results in the transfer of learning and program implementation.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may need to be assigned to meet organizational needs.*

### **Workforce and Professional Development (50%)**

- Train Mothers Rising staff on implementation of educational courses with program participants including childbirth, breastfeeding, newborn care, parenting, and smoking cessation
- Align professional development offerings with the organization's strategic goals
- Create a professional development budget and keep operations within budget
- Oversee the creation of online learning modules, manuals, course materials, and other educational materials for staff and the community
- Attend conferences to learn from subject matter experts and contribute to internal shared knowledge transfer
- Manage and support online modules using appropriate authoring software, such as Adobe Captivate and Thinkific
- Review continuing education materials from a variety of vendors and select materials with appropriate content
- Assess professional development needs through surveys, interviews with employees, or consultations with managers or instructors
- Deliver training to staff using a variety of instructional techniques
- Monitor and evaluate professional development offerings to ensure they are current and effective
- Select and assign instructors or vendors to conduct professional developments
- Perform administrative tasks such as monitoring costs, scheduling professional development training, setting up systems and equipment, and coordinating enrollment
- Provide expertise, design, oversight, and launch services for tasks and activities with e-learning and web-based component
- Work 1:1 with workers to craft a professional and personal development plan to identify goals and document plan to goal attainment
- Implement systems to allow workers to learn about professional development opportunities and apply for opportunities of interest
- Support development and the ongoing adjustment of agency e-learning guidance and strategy to meet the needs of diverse stakeholders

- Support development of standard look and feel for e-learning products across the agency

### **Perinatal Health Worker Training (50%)**

- Participate in the revision of training materials for PHW training sessions premised upon evidenced-based information and best practices
- Monitoring trainees' participation and development throughout the program
- Support new trainees through monthly meeting and ensuring adherence to expected program benchmarks
- Orienting, coordinating and supporting content-experts and guest speakers.
- Coordinating the logistics of each session, including space, refreshments, and documentation
- Implements a quality assurance component in collaboration with the Director of Data and Social Impact to track program goals, targets, and outcomes
- Collects information and reports outcome data on both quarterly and annual basis
- Maintains current and past trainee list and obtain 1-year updates post-training
- Oversee recruitment, interviewing and on-boarding of new trainees

### **SKILLS AND REQUIREMENTS TO FOSTER SUCCESS**

- Bachelors degree (minimum) in health education, health promotion, women's health, maternal and child health, public health, or related field
- Proficiency in deploying eLearning products on Learning Management Systems (LMS) and other delivery platforms
- 2-year of experience with perinatal populations
- Significant experience in curriculum development, implementation, and outreach
- Knowledge of adult education and theory of change
- Experience utilizing online learning platforms and integrating other forms of technology in the educational experience
- Experience analyzing education initiatives and tracking outcomes
- Strong facilitation skills with an ability to make complex information attainable to diverse populations
- Be responsible, flexible, hard-working, ethical, and committed to social and reproductive justice and the mission of Mamatoto Village, Inc.
- Confident, creative, and energetic, with impeccable follow-through
- Possess a high level of attention to detail
- Be skilled at a variety of computer programs, e.g., Microsoft Office, PowerPoint and Adobe and Apple iWorks
- Knowledge of InDesign, Photoshop, and Adobe Adobe Acrobat

- Self-motivated, able to balance multiple priorities, and excellent organizational skills
- Ability to work collaboratively as a member of a team
- Outstanding verbal and written communication
- Ability to organize and maintain complete, accurate records and file reports on time
- Willingness to engage in continuous learning and training

## **HOW TO APPLY FOR THIS JOB**

Candidate should send the following, with "Training and Workforce Coordinator in the subject heading to [HR@mamatotovillage.org](mailto:HR@mamatotovillage.org)

- Current resume
- A writing sample authored by the candidate that serves as an example of a life skills workshop proposal, professional development proposal, content expertise related to a maternal health topic, or a completed curriculum
- A cover letter with:
  - Available start date
  - 2 professional references
  - Salary range

## **BENEFITS**

- Generous PTO including sick-leave
- 11 Paid holidays
- HRA for Health and Dependent Care
- Matched 403(b)

## **LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with Mamatoto Village qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>