



## Mamatoto Village, Inc POSITION DESCRIPTION

<b>Position Title:</b>	<b>Education and Training Specialist</b>
<b>Reports To:</b>	Executive Director
<b>Customary Work Hours:</b>	Full-Time-Exempt
<b>Customary Work Days:</b>	Monday through Saturday
<b>Salary:</b>	Grant Funded, \$37,500
<b>Benefits:</b>	1-week paid leave

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**POSITION OVERVIEW:** The Education and Training Specialist is responsible for the cultivation and oversight of the continuing education training, staff development, and program budgets. They are responsible for organizing continuing education programs, including creating or selecting course content and materials and coordinating the Perinatal Health Worker training. The ETS 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**

#### **Professional Development (65%)**

- 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 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 Workforce Development Program (35%)**

- Participate in the development and updating of training materials for PHW training sessions premised upon evidenced-based information and best practices
- 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 to Director of Data and Social Impact.
- Maintains current and past trainee list and obtain 1-year updates post-training
- Oversee recruitment, interviewing and on-boarding of new trainees

*Additional duties may be assigned within this position*

**QUALIFICATIONS**

- 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 (CMS)
- 1-year of experience with perinatal populations
- 2-3 years experience in curriculum/content 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

#### **REQUIREMENTS FOR EMPLOYMENT**

- Must have results of a current T.B. test and annual T.B. testing.
- Must pass a background check.
- Must pass DC and MD Child Abuse Clearance

#### **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>