

Job Announcement

POSITION TITLE: Training Assistant

LOCATION: Oklahoma District Attorneys Council

STATUS: Full-Time Non-Exempt Immediate Opening

CLOSING: Open Until Filled

SALARY: \$32,000-\$38,000

BENEFITS: This is an unclassified state position with full State of Oklahoma benefits, including generous monthly allowance for health coverage, paid sick and vacation leave earned monthly, and paid holidays.

POSITION SUMMARY: The Training Assistant position is responsible for clerical and administrative duties related to the delivery of training and organizational development programs. This position assists with coordinating training and outreach efforts of the District Attorneys Council, including victim services, prosecution services, and domestic violence and sexual assault. This includes coordinating various workshops, classes or seminars designed to address those needs for which the DAC is the primary sponsor and assisting with the preparation of materials and event sites pursuant to the direction of the Training and Outreach Director. It will also include entering information into the event management database and managing other outreach responsibilities including designing, writing, and proofing publications, website and social media. This position is split funded between various federal grants and state appropriations.

JOB DESCRIPTION:

- Responsible for assisting in the preparation and collection of training conference information and materials to be used in conducting and/or facilitating training, meetings or seminars.
- Responsible for applying for, collecting, and reporting Continuing Education (CE) information for all conference, and training attendees to the responsible statewide entity for proper accreditation within thirty (30) days of the conclusion of each conference or training event for which the DAC is the primary or secondary sponsor.
- Prepare minor requisitions for conferences and training events pursuant to Finance Division requirements.
- Update CVENT, (event management database) contact list, and demographic data monthly.
- Enter conference and event specific information into CVENT as requested.
- Produce reports on training statistics using CVENT.
- Responsible for updates to the District Attorneys Council website and Sharepoint sites.
- Assists in creating, updating, and maintaining social media account (Facebook).
- Schedules training events, coordinates with instructors, obtains and distributes required instructional materials, and communicates schedules and details to the Training and Outreach Team.
- Assist with training and conference site set up, registration, and collecting signatures for continuing education credits.
- Coordinates additional services including technical equipment, meals and refreshments, housekeeping, maintenance or repairs at training sites.
- Processes registration, and answers routine inquiries regarding courses, schedules, and locations.
- Prepare travel claims for speakers, and attendees, as requested.
- Provide support for the Coordinated Community Response Specialist, Training and Outreach Specialist, and Director of Training and Outreach.
- Assist with answering the main telephone switchboard for the agency.
- Professional development as related to this position.

MINIMUM REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Associate degree and/or one year of experience in administration or training, or completion of coursework in adult education or equivalent combination of education and experience, substituting one year of qualifying experience for each year of the Associate degree.
- Above average proficiency using Microsoft Word, Outlook, PowerPoint, Excel, Publisher, and Canva are **required without exception**.

KNOWLEDGE AND SKILLS:

- Exceptional organizational skills, and self-motivated to include the ability to anticipate needs, and to plan, coordinate and evaluate activities in multiple areas.
- Knowledge of the procedures and techniques of business communications, spelling, punctuation, business English, modern office methods, computer operations, business arithmetic and public relations.
- Ability to manage web sites, and social media accounts, and experience using or possession of the wherewithal to manage the use of conference registration software is strongly preferred.
- Knowledge and experience with social media formatting, tagging, and key word development.
- Excellent oral and written communication skills.
- Outstanding interpersonal skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Some strenuous activities such as lifting, pushing, and pulling more than 50 lbs. are required in conjunction with this position.

SPECIAL REQUIREMENTS/PROHIBITIONS: *(if applicable)*

This position requires almost monthly overnight travel for training conferences. (10% over the course of a calendar year)

TO APPLY:

Applicants should submit a cover letter, resume and references to the following: Workday

The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.