

# Open Position: Training Coordinator

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:  
**Training Coordinator**

Agape is seeking a **Training Coordinator** to lead the agency's training efforts. This role serves to create a fully integrated learning organization for the company by developing, aligning and delivering Agape's development and training activities to meet business goals. The **Training Coordinator** provides internal consulting in training and organizational development to leadership. The **Training Coordinator** enhances individual and team performance by creating a climate of continuous learning in support of Agape's strategic initiatives. The role focuses on the agency-wide strategy to prepare incoming staff and volunteers to fulfill their roles at Agape and on providing ongoing opportunities for continued learning and professional development. The **Training Coordinator** leads Agape in adherence to the COA Training and Supervision Standard to implement a training and development program that enhances the knowledge, skills, and abilities of personnel and prepares personnel to assume their responsibilities. This is an agency support role with responsibilities that affect every area of Agape; therefore, it is essential that the Training Coordinator has a strong knowledge of Agape—its programs, culture, philosophy—and can both bolster current deficiencies and forecast future needs to reflect and reinforce management's strategic vision. Part of that vision is supporting employees' careers at Agape from recruitment through retirement and encouraging their ongoing professional development.

## Education & Experience Required:

Master's Degree in Human Resources Management, Organizational Development or related field, and at least 3 years of related work experience; May consider a Bachelor's Degree in Human Resources Management, Organizational Development, or other related field, and at least 5 years of proven experience in design, plan and implementation of efforts specific to training, professional development, to include related evaluation and analysis. Outstanding facilitation and presentation skills; Demonstrated knowledge of computerized information systems and their application to all areas of the agency; Ability to work effectively in a team environment; excellent oral and written communication skills; Excellent interpersonal skills. Strongly self-motivated. Proficient in Microsoft Office Suite. Demonstrated ability to work with a wide range of people, proven ability as a problem solver and self-starter. Will be required to work a flexible schedule to include evenings and weekends as needed. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence.

**Qualified Applicants, please send resumes to:** [Employment@Agapemeanslove.org](mailto:Employment@Agapemeanslove.org)

## About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit [agapemeanslove.org](http://agapemeanslove.org).

**We are Proud to Offer:** Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

## Contact:

Derichia Wells, 901.323.3600, [Employment@Agapemeanslove.org](mailto:Employment@Agapemeanslove.org)

*\*All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*