Part-Time Training Coordinator position open

Grow Smart is seeking an energetic, detail-oriented individual with a strong interest in local community planning to work 20-25 hours per week as Training Coordinator. The Grow Smart RI Land-Use Training Collaborative delivers approximately twenty workshops annually on various subjects related to community planning and development to municipal officials and staff, the development and design community and interested citizens. The Coordinator will assist the Grow Smart Director of Programs and the organizational partners in the Land-Use Training Collaborative in research, development and design of printed and visual materials and case studies for the workshops; handle all workshop scheduling and logistical arrangements; and market the workshops via the Grow Smart website, an electronic calendar, news releases and brochures. Qualifications: strong working knowledge of Microsoft Office Word, Excel and PowerPoint; demonstrated ability to master other software programs; strong interpersonal skills; strong graphic design and research skills; demonstrated ability to handle multiple tasks. Must be willing to work approximately 20 weekday evenings per year and must have car to travel to workshops around the state. Must be physically capable of lifting boxes of notebooks and projection equipment and of moving and setting up tables and chairs if necessary. Land-use planning knowledge, gained through academic study and/or through community involvement, a strong plus.

Letter of application and resume must be received no later than Friday, September 7th. Please mail letter and resume to Sheila Brush, Director of Programs, Grow Smart Rhode Island, 235 Promenade Street, Suite 550, Providence, RI 02908 or submit electronically to sbrush@growsmartri.org.