

JOB DESCRIPTION

Training Coordinator – Part Time Grow Smart Rhode Island

Grow Smart Rhode Island is a statewide, non-profit organization, representing a broad range of constituencies, that is working to engage Rhode Islanders in reducing unplanned growth and sprawl and to link Rhode Island's special quality of place with a sustainable and prosperous future.

Each year, the Grow Smart RI Land-Use Training Collaborative delivers approximately twenty workshops on various subjects related to community planning and development to municipal officials and staff, the development and design community and interested citizens. Grow Smart is seeking an energetic, detail-oriented individual with experience in program marketing and delivery and an interest in local community planning to work 20-25 hours per week to serve as the Land-Use Training Collaborative's Training Coordinator.

The Training Coordinator will

- Undertake responsibility for all areas of workshop marketing, including creating mail and web flyers/brochures, maintaining target audience database, coordinating publicity efforts with municipal planning staff and with partnering organizations, coordinating continuing education credits, writing and sending out media releases, developing information for website, maintaining web-based calendar and responding to email and telephone inquiries from prospective attendees.
- Work with Grow Smart's Director of Programs and the organizational partners in the Land-Use Training Collaborative to research, develop and design printed and visual materials and case studies for the workshops;
- Handle all workshop scheduling and logistical arrangements and attend workshops to greet attendees and assist presenters.
- Maintain attendance and evaluation records.

Qualifications:

- Energetic team player with strong interpersonal skills and excellent written/telephone communication skills.
- Detail-oriented
- Demonstrated graphic design skills and experience in using PowerPoint, Desktop Publisher and PhotoShop.
- Strong working knowledge of Microsoft Office Word and Excel and demonstrated ability to master other software programs.
- Demonstrated ability to handle multiple tasks.
- Must be willing to work approximately 20 weekday evenings per year and must have access to reliable car to travel to workshops around the state. (Mileage will be compensated.)
- Must be physically able to lift boxes of notebooks and projection

- equipment and to move/set 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 July 25, 2008. 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.

Grow Smart Rhode Island is an equal opportunity employer.