The Human Resources & Training Coordinator provides overall administration of organization-wide employee training programs for all levels of employees as well as Human Resources clerical and administrative support.

1) In the HR Coordinator function, this position provides clerical and administrative to the Human Resources Department including filing, scheduling, running reports and data entry. Additionally, this position acts as the backup Receptionist, covering breaks and absences of the regular Receptionist.

2) In the Training Coordinator function, this position works closely with internal trainers to assure that trainings are delivered in a well-organized and timely fashion in line with DRM staff training initiatives. The Training Coordinator is the central hub for inquiries and support of cross-departmental training.

This position reports to the Director, Human Resources (HRD).

PRIMARY RESPONSIBILITIES:
A. Plans, and schedules training programs, seminars and conferences for clerical, supervisory, technical and front-line staff as directed by the HRD and internal trainers.
B. Working closely with internal trainers and the HRD, identifies potential scheduling and event conflicts for trainees and solutions to training scheduling.
C. Communicates date, time, location of training to trainees and their supervisors.
D. Follows up with trainees as trainings approach to confirm attendance.
E. Administers and evaluates training program qualification tests and determines eligibility of prospective attendees.
F. Prepares and distributes training aids such as instructional material, handouts, evaluation forms, and visual aids; sets up audio visual equipment and makes presentations when necessary.
G. Schedules the appropriate classroom and prepares the physical setup as necessary.
H. Tracks training attendees using hard copy and on-line training tracking management tools.
I. Acquires and distributes any receipts or certificates for completed training.
J. Routinely meets with Managers and Senior Leaders to provide updates of departmental and individual training goals and achievements.
K. Recording and filing information about employee status changes, address updates, wage rates, attendance, supervisory reports of performance evaluation, etc., and furnishing information from such files to authorized persons upon request.
L. Compile routing reports of absences, vacations, employment activities.
M. Process forms related to employment, insurance, Workers’ Compensation and Unemployment Insurance.
N. Assist HRD and HR Generalist in reconciling invoices.
O. Assist HRD and HR Generalist in planning and coordinating special events as necessary.
P. Provide Reception coverage for breaks, lunches, and absences of the Receptionist. This includes answering phones, directing callers, greeting walk-in guests and providing information to the public as they interact with the Receptionist at the Administration building.
Q. Collaborates with the Receptionist to coordinate coverage.
R. Other duties as assigned

**QUALIFICATIONS**
A. Bachelor Degree and 1-2 years of experience in training, human resources, or 3-4 years in a training and human resources role
B. Proficient skills in Outlook, Microsoft Office, with particular knowledge of Word and Excel; Visio helpful. Experience with Paylocity strongly preferred.
C. Very strong communication skills, both written and verbal.
D. Excellent organizational skills and meticulous attention to detail.
E. Extremely professional when dealing with confidential and sensitive data and situations.
F. Ability to evaluate situations using critical thinking skills and make recommendations for solutions and new approaches.
G. Ability to initiate relevant activities to achieve department goals, while effectively prioritizing responsibilities and accepting direction from multiple sources.
H. Ability to solve problems, make decisions and handle many tasks in a fast-paced, complex environment, working both independently and as a team member.
I. Ability to interact cheerfully, creatively and professionally with team members and other Mission contacts.