

**Job Description:** Family Workforce Development Coordinator

**Department:** Training & Workforce Development

**Supervisor:** Director of Training & Workforce Development

**Responsibilities include but not limited to:**

- Review all FPA Credential application types and provide assistance to applicants as needed
- Assist to organize and facilitate the PEP virtual in-person training
- Develop and facilitate training and technical assistance to support contract deliverables as needed. This may include, but is not limited to, development of webinars, modules, learning communities, resources, handouts, and toolkits
- Collaborate with FTNYS staff to assist in development and implantation of training to meet contract deliverables as needed. This may include, but is not limited to, development of webinars, modules, learning communities, resources, handouts, and toolkits
- Prepare quarterly reports and additional reports as requested
- Develop and deliver presentations and/or table at statewide and regional conferences
- Outreach to provider community to assure understanding of FPA Credential and Family Peer Support
- Represent/Support the voice of families and needs of FPAs across the state

**Location:** Remote statewide position; some travel required

**Status:** full-time

**Salary:** mid \$50,000 range

**Qualifications:**

- FPA Provisional or Professional Credential
- Experience providing Family Peer Support Services
- Bachelor's degree preferred
- Exceptional writing, verbal and interpersonal communication skills
- Ability to work independently and remotely
- Experience facilitating trainings
- Experience with planning and facilitating meetings
- Strong organizational skills with attention to details and deadlines
- Ability to engage with diverse groups
- Proficient in Microsoft Word, Outlook 365, Excel, PowerPoint, OneDrive, and Zoom applications

**To Apply:**

Send resume and cover letter to Carrie Ann Rollier, Director of Training & Workforce Development at [crollier@ftnys.org](mailto:crollier@ftnys.org)