

**Job Description:** Youth Training Coordinator

**Department:** Training & Workforce Development

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

**Responsibilities include but are not limited to:**

- Collaborate with PeerTAC to develop and provide training and technical assistance to support implementation and utilization of Youth Peer Support in the service systems. This may include , but is not limited to, development of webinars, in-person trainings, modules, learning communities, resources, handouts and toolkits.
- Participate in PeerTAC ongoing planning meetings and quarterly advisory board meetings.
- Plan, organize, develop and facilitate monthly TA trainings for Youth Peer Advocates
- Plan, organize, develop and facilitate meetings, trainings, webinars, etcetera to fill deliverable contracts.
- Develop and deliver presentations and/or table at statewide and regional conferences and events.
- Collaborate with the Youth Workforce Development Coordinator to organize and facilitate the 4-day YPA Credential virtual training.
- Collaborate with the Youth Workforce Development Coordinator in conjunction with CTAC to develop content for online and live continuing education training for the Youth Peer Advocate workforce and supervisors.
- Prepare monthly reports and additional reports as requested.
- Represent/Support the voice of young people and the needs of YPAs across the state.

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

**Status:** Full-time (35-40 hour work week)

**Work Week:** Monday – Friday (some weekend events required)

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

**Qualifications:**

- Personal lived experience with behavioral health services as a youth under the age of 18
- Must hold a valid YPA Credential
- Experience providing Youth Peer Support Services
- Experience and expertise in developing and delivering training programs
- Experience with planning and facilitating meetings and presentations
- Bachelor's degree preferred
- Exceptional writing, verbal and interpersonal communication skills
- Ability to work independently and remotely
- 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 CarrieAnn Rollier, Director of Training & Workforce Development at [crollier@ftnys.org](mailto:crollier@ftnys.org)