**Training Assistant**

The training assistant is a full-time position of Children’s Trust of South Carolina. This position fulfills administrative needs for prevention training, Empower Action, and Parent Advisory Councils. The assistant will support the partner engagement, family engagement and workforce development teams with administrative tasks and assignments.

This position will work directly with the director of community and workforce development to ensure that assigned training deliverables are met and organization training initiatives are supported to achieve their intended outcomes. The assistant will be expected to build capacity over time to facilitate and deliver specified trainings.

**Qualifications**

Have a High School diploma and a minimum of two-years administrative support, event planning or training experience in the fields of prevention or family support. Training coordination, data collection and communications experience are preferred, some college preferred.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; manage budgets and assist with writing grants and grant reports when needed.

**Benefits**

Children’s Trust provides a competitive benefits package including medical, dental, life, short-term and long-term disability, matching voluntary deferred compensation, and paid time off and holidays.

**Salary Range**

$27,512- $38,516

**Hiring Range**

Min: $31,000 Max: $35,014

*You can find out more about our mission at* [*www.scchildren.org*](http://www.scchildren.org)*. A more complete description of this position can be found at* [*www.scchildren.org/employment*](http://www.scchildren.org/employment)*.*

Email cover letter and resume by June 25 to aneely@scchildren.org subject line ***Training Assistant*** or mail to P.O. Box 11644, Columbia, SC 29211.