

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 and programs that improve the skills and knowledge of child- and family-serving professionals, community partners, and educators throughout South Carolina. The program assistant will support the training and workforce development team with administrative tasks and assignments.

This position will work directly with the director of training 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 bachelor's degree or equivalent education and experience with 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.

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 – Based on two years of experience.

\$30,895 - \$43,253

Hiring Range – Based on two years of experience.

Min: \$35,074 Max: \$39,074

You can find out more about our mission at www.scchildren.org. A more complete description of this position can be found at www.scchildren.org/employment.

Email cover letter and resume by May 10 to aneely@scchildren.org subject line **Training Assistant** or mail to P.O. Box 11644, Columbia, SC 29211. **A cover letter and resume are required for consideration.**