Neighborhood Trainer

SLACO is seeking a part-time Neighborhood Trainer, to work the equivalent of 16 hours per week during 2016. Interested persons should e-mail their resume and a cover letter to Nancy Thompson, Executive Director, nthompson@slaco-mo.org by the close of business of Thursday, December 17. Salary for this position is equivalent to $13-14/hour. Selection will be made by December 23, 2015, with work starting on January 4, 2016. Evening, business hours, and weekend hours may be required, with some ability to determine one’s own schedule.

Overview
This position reports to the Executive Director and bears primary responsibility for developing and sometimes delivering training programs for SLACO. In consultation with the Executive Director, the Neighborhood Trainer also assists in the development and management of the SLACO Regional Neighborhood Conference, but it is expected that this duty will be secondary to both the Resident Leadership Training Program and other training seminars that SLACO will offer to the community.

Qualifications Required
- Reliable transportation
- Experience in planning training events
- Good oral and written presentation skills
- Ability to relate well to neighborhood grassroots leaders and interested residents, adjusting vocabulary and concepts as necessary to be effective
- Ability to prepare quality presentations that reflect the most important information and skills for neighborhood-level leadership
- Experience in a volunteer-only neighborhood association is highly desirable
- A bachelor’s degree is desirable

Valued Traits
- Reliability
- Ability to follow written and oral instructions and to maintain an electronic calendar and initiate and respond to e-mail promptly
- Enthusiastic delivery of content
- Ability to research “best practices,” condense ideas to an appropriate level of difficulty considering the audience, and select
- Ability to reach out into the community to stay current on organizations, individuals, universities, and government programs that are making a difference to neighborhoods
- Attention to detail

Specific Duties
- Develop the resident leadership training program, enlist and coach the presenters, enforce SLACO quality standards and replace presenters when necessary, devise pre-tests and post-tests to determine effectiveness of presentations, and take steps to ensure that participants have all necessary materials, resource references, refreshments, and comfortable surroundings
- Develop new SLACO trainings in topics of interest to SLACO member neighborhoods and the other neighborhoods in the metropolitan area, presenting training and enlisting other speakers
- Assist on an as-needed basis in the effective planning and execution of the annual SLACO Regional Neighborhood Conference
- Manage social media in support of educational offerings, prepare drafts of traditional media releases and flyers
- Other support duties concerning popular education of neighborhood residents and leaders, as assigned