



Title: Training and Coordination Manager

Summary: This position is responsible for implementing the overall training curriculum for the Louisville Metro Continuum of Care, coordination of member agencies, and development of written policies to support the CoC.

Reports to: Director of Planning and Evaluation

Direct Reports: None

Classification: Regular Full-Time Exempt

Salary Range: \$50,000 - \$55,000 annual salary

Minimum Requirements: Bachelor's Degree in a related field. Familiarity with Microsoft Office suite. Ability to learn basic online platforms with which you may not be familiar. Willingness to appear on Zoom, Google Meets, and other only meeting formats. Ability to read and interpret federal regulations. Strong written and verbal skills. Past experience with federally funded programs is preferred.

Description:

The Training and Coordination Manager will be responsible for a variety of tasks related to the Louisville Metro Homeless Services Continuum of Care (CoC). This position will be responsible for creating and implementing a training curriculum for the numerous outside partner agencies that make up the Continuum of Care, as well as managing all aspects of the Coalition's training platform, Litmos. This position is also responsible for helping to create policies and procedures for the overall CoC and should be able to read and interpret federal regulations independently as well as perform basic data analysis. Ideal candidates should be comfortable in a public facing role, as they will be expected to appear on camera regularly, meet with CoC Member Agencies and potential Member Agencies, and represent the Coalition for the Homeless and Continuum of Care in public meetings.

Duties:

- Develop training curriculum for Continuum of Care member agencies and the broader provider community.
- Coordinate trainings including, but not limited to, establishing relationships with subject matter experts, scheduling training, promoting training opportunities, operating necessary technology, and requesting payment for services rendered.



- Work in coordination with Monitoring and Compliance Manager to develop agency specific technical assistance as necessary to address program deficiencies.
- Create, procure, and upload trainings into the Litmos training platform.
- Represent the Continuum of Care and/or Coalition for the Homeless in various public meetings and assist with the recruitment of Continuum of Care member agencies.
- Update and/or draft written policies and procedures.
- Research and interpret U.S. Department of Housing and Urban Development and Office of Management and Budget regulations and written standards.
- Develop and implement strategies to improve overall system performance, as defined by the U.S. Department of Housing and Urban Development.
- Work in conjunction with the Director of Planning and Evaluation and Monitoring and Training Manager to coordinate the annual Point-in-Time count and assist with other data collection as needed.
- Assist with writing and gathering data and materials for the annual Continuum of Care Notice of Funding Opportunity and other grant applications as needed.
- Other duties as assigned.

Benefits:

Medical insurance, short-term disability, life insurance, worker’s compensation insurance, SEP/403(b), paid vacation leave, paid sick leave, travel reimbursement, and paid holidays. For full benefits, see our [website](#).

The Coalition for the Homeless is an equal-opportunity employer. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations.