



Full Time

Organization: New Jersey Prevention Network (www.njpn.org)

Position Available: Training Coordinator – PEER Department

Location: Tinton Falls, NJ

The New Jersey Prevention Network is a public health agency working to prevent substance abuse, addiction and other chronic diseases by building capacity among professionals, fostering positive collaboration among providers, and strengthening the field of prevention through the use of evidence-based practices and strategies.

New Jersey Prevention Network has a supportive work environment, a reputation for excellence and offers competitive salaries and benefits. Being a part of the NJPN team provides our staff with opportunities to develop new skills and to make an impact in the work you do.

NJPN is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Responsibilities include:

- Coordinating all aspects of online and in person trainings for peer recovery support services and the addiction training workforce departments.
- Working with Customer Relationship Management (CRM) systems such as Salesforce and Learning Management Systems (LMS) such as Litmos, Canvas Etc.
- Fostering and maintaining relationships with customers (trainers, supervisors, and peer workers).
- Training and supporting team members, facilitators/trainers and participants in online platforms.
- Developing marketing campaigns for online training initiatives that include those for participants and trainers/facilitators.
- Managing social media campaigns, websites, and newsletters.
- Other duties as assigned.

Academic Requirements: Bachelor's Degree required.

Required Experience:

- Minimum 3 years of experience in related field.
- We are particularly looking for individuals with:
 - Experience working with culturally diverse populations.
 - Experience with virtual platforms such as Zoom, LMS, CRM
 - Familiarity with web based trainings
 - Knowledge of addiction recovery

- Candidate must possess excellent verbal and written communication skills, excellent time management skills, customer service skills, organizational skills, and possess the ability to work independently. Additionally, candidate must possess excellent computer skills, including proficiency with Microsoft Office programs.

Benefits:

- Salary range \$42,000 - \$52,000
- Comprehensive medical, dental, vision life & LTD insurance plan options
- Generous paid leave (Vacation, sick, personal)
- 401K plan with employer match.
- Employee Assistance Plan

The Training Coordinator is a full time position (35 hours per week). Applicant must have the ability to work a flexible schedule. A cover letter highlighting your interest and experience is required. Submit cover letter and resume to the following: Career@NJPN.Org.

Please Note: Resumes without cover letters *will not be considered*.