

Training Director

Cardea is a national, women of color-led organization that provides social impact evaluation, policy advancement, capacity development, and professional learning services to health and human service organizations. Cardea envisions a world in which optimal health and well-being, equity, and justice are realities for all communities, and we address complex program, policy, and systems issues by co-creating solutions that center community strengths and wisdom

The Training Director provides support to project teams and works collaboratively with other staff to manage the development, implementation, and evaluation of projects and other organizational initiatives. This is a full-time position based in Texas. This position reports directly to the Chief Program Officer.

Specific Duties

- Directs professional learning and capacity development initiatives that advance Cardea's mission, vision, and goals
- Designs and develops competency-based learning experiences that best suit the content, client needs, and continuing education criteria (e.g., eLearning, virtual and in-person instructor-led trainings, blended learning options)
- Implements standard instructional design processes and procedures to ensure a uniform learning and user experience
- Manages multiple projects, according to scope, budget, timeline, and client expectations
- Designs, develops, and implements programs in a range of health and human service areas
- Leads/contributes to new business activities through networking and the development and preparation of proposals to public and private funders
- Provides supervision and support to Managers, Program Associates, and/or Coordinators
- Works across teams and in a team-based environment to meet project goals and objectives
- Represents Cardea at relevant local, regional, and national meetings

Skills and Abilities

- A degree, or equivalent, in relevant field such as education, public health, public administration, or nonprofit management, with MEd, MPH, MSW, MPA, or MHSA preferred
- At least 5 years of project management experience that includes a proven track record of designing and implementing training programs across diverse sectors and using diverse modalities
- Demonstrated knowledge and experience in working with diverse constituencies including public agencies, nonprofit organizations, and other community groups and organizations
- Demonstrated experience in managing multiple tasks and in organizing and prioritizing work assignments and ongoing duties
- Ability to communicate effectively and timely in writing and verbally with colleagues, clients, and program partners; strong oral and written communication skills are crucial.
- Willingness and ability to travel nationally with overnight stays
- Skilled in Microsoft Office

Cardea is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.

Salary range for this position is \$70,000-85,000. Cardea offers excellent health, time off and retirement benefits. To apply for this position, please e-mail a cover letter and resume to careers@cardeaservices.org with the subject line "Training Director". For more information, please visit our website at www.cardeaservices.org.