

## POSITION DESCRIPTION

**Job Title:** Training Specialist (Love Notes/Relationship Smarts) **Date:** March 2023

**Reports to:** Director of Training **Status:** Non-Exempt; On-Call

**Purpose of Job:** Working closely with the Director of Training and Training Coordinator to facilitate professional trainings in Love Notes and/or Relationship Smarts Plus to meet clients' needs.

### **MAJOR DUTIES AND RESPONSIBILITIES (Essential Functions):**

#### **Training Specialist**

1. Conducts thorough needs assessment with the client, develops learning objectives, training outline, Power Points, and activities to meet the client's needs based on their funding, implementation plan, setting, and population.
2. Follows the Dibble training model to deliver professional level, adult-focused, train-the-educator training both online and in person. Effectively manages participants, engages a variety of learning styles, creates an effective, positive learning environment, and handles facilitation challenges.
3. Reports training results and ways to deepen relationship with client in order to extend Dibble outreach with similar organizations.
4. Provides technical assistance to previously trained organizations, as needed.
5. Manages own travel arrangements. Submits expenses reports for reimbursement.

### **REQUIRED KNOWLEDGE AND ABILITY -**

1. A minimum of six months prior experience (one year preferred) teaching Love Notes and/or Relationship Smarts Plus. Having successfully completed a Dibble Training of Educators in Love Notes and/or Relationship Smarts Plus is required. Having successfully completed a Dibble Training of Trainers preferred.
2. Experience using the Zoom platform as a host/presenter is required for online trainings. Ability to travel to in-person trainings, in addition to online delivery, is preferred.
3. Prior successful experience in professional adult training, development, and delivery is preferred.
4. Access to stable and reliable internet as well as a computer with a working camera is required.
5. Commitment to The Dibble Institute's mission. Knowledge of research in the relationship, family, and marriage fields. Able to articulate the case for youth relationship education.
6. Excellent verbal and written communication skills and demonstrated success in working with a team in a virtual environment.
7. Willingness to travel by car and plane. Overnight travel required.
8. Valid driver's license and current auto insurance.
9. Ability to lift 30 lb. unassisted