

JOB TITLE: TRAINING LOGISTICS COORDINATOR (TLC)

JOB TYPE: Full Time

REPORTS TO: Deputy Director

REVISED: 02.17.2023

FUNCTION AND PURPOSE OF POSITION

The purpose of this position is to assist and support in the coordination and implementation of the various virtual and in-person racial equity and diversity trainings and youth programs provided or hosted by YWCA Greater Charleston, as well as to undertake a variety of administrative and facilitation tasks. The TLC will also assist as needed with the planning and implementation of events, including the MLK Celebration, Stand Against Racism, and #WWB.

RESPONSIBILITIES

The following list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the program's needs:

- Support the planning & coordination of Racial Equity & Inclusion (REI) and diversity trainings
- Support the planning & coordination of Y Girls Code and SheStrong youth empowerment clubs
- Monitor Y Girls Code and SheStrong to ensure implementation and follow-up of facilitators and club participants
- Keep attendance records; compile data and create content for monthly board reports
- Maintain current electronic files and folders
- Coordinate logistics for virtual REI workshops and presentations, including correspondence with training participants before, during, and after workshops
- Coordinate logistics for in-person REI workshops and trainings (post COVID-19) to include: setup of meeting space, training supplies, sign-in sheets, beverages, snacks, and lunch
- Maintain training supplies and materials (flip charts, markers, name tags, etc.)
- Enable YWCA.GC communications by providing timely program and event information, and program and event photos, to YWCA.GC communications director
- Assist in the planning of YWCA.GC's annual MLK Celebration events, annual Stand Against Racism, and annual What Women Bring (#WWB) events, as well as any other initiatives

QUALIFICATIONS

- Priority will be given to candidates who have attended REI or like training
- Familiarity and experience with CRM (customer relationship management) tools
- Bachelor's degree preferred
- 1-3 years of event planning and coordination
- Ability to work and communicate with diverse populations
- Excellent interpersonal, time-management and organizational skills
- Detail-oriented and efficient
- Proficient with Zoom and MS Office including Excel; familiar with online training platforms



YWCA Greater Charleston

PO Box 80935
Charleston, SC 29416
p 843.722.1644
f 843.722.4992
ywcagc.org