

NEON Training Coordinator

Position Summary: This position will work collaboratively with the NEON training team to deliver established Community Health Worker and other training content, market program offerings, manage online learning system, review and revise training content, and develop new content as needed.

Compensation: \$44,782 to \$47,299 per year, set by NEON's standardized compensation scale. This salaried position is 40 hours a week with full benefits. NEON offers employee health, dental, life insurance, Employee Assistance Program, retirement match, a flexible work schedule, professional development, and wellness incentives (90 minutes paid activity or wellness time per week as part of a 40-hour schedule).

Work Location: NEON is located in La Grande, Oregon and the person in this position has the option to work either in-office, remotely, or a combination of the two as long as they have the workspace, internet access and bandwidth sufficient to carry out required duties when working remotely. NEON will provide technology necessary for remote collaboration and training as well as some support for office upgrades as needed. The NEON office is family-friendly and NEON strives to provide a flexible and supportive work environment as the position allows.

Working Conditions: This position will entail extended periods working at a computer, including in online meetings and/or training using audio and video. Generally, the schedule will be Monday – Friday, normal office hours. May include occasional overnight travel to conferences or training.

Qualifications/Prior Experience: Relevant experience, training and/or education in adult education; experience working with diverse communities and individuals; knowledge of concepts and practice of Community Health or Peer Support Work; Strong communication and facilitation skills; experience collaborating and training using remote technology and methods; ability to work collaboratively as well as manage time independently to accomplish assigned tasks. Preferred: fluency in Spanish or other 2nd language, Peer Support Specialist-certified or the ability to be certified.

Responsibilities:

- Deliver established training curricula in a manner that meets NEON standards.
- Collaborate with NEON training team in ongoing review and revision of training content, materials, and methods to ensure quality of instruction.
- Ensure positive, supportive relationships with training participants by engaging in timely communications as needed, including assisting participants to troubleshoot technical issues that impede full program participation.
- Collaborate with NEON staff in marketing program and outreach.
- Collect, analyze and report program data as needed
- Share responsibility for managing NEON's online learning system.
- Collaborate with NEON training team to develop new training curricula.
- Stay up to date with training theory and practice, including technology applications.
- To support the organization, perform related duties within the scope of practice, as requested.

Technology Applications: Basic skills in commonly-used technology platforms including MS office, Google tools, and Zoom. Experience with online learning platforms such as Kajabi is preferred. Aptitude and ability to learn technological skills and learning platforms required.

How to Apply: Submit questions and/or a current resume and cover letter that addresses qualifications and experience above to Connie Sherrard at csherrard@neonoregon.org. Candidates selected for an interview will be asked to develop and deliver a brief (+/- 10 minute) lesson on the topic of their choice to the interview panel.

This position is open until filled.

About NEON: NEON is a 501(c)3 nonprofit health collaborative serving Northeastern Oregon. NEON launched in 2004 from a small group of individuals who recognized the value of community collaboration in ensuring the health of our residents. Currently, NEON offers health insurance enrollment and navigation, support and training for Community Health Workers and other frontline professionals, and community health support services. We also support other community coalitions with the goal of creating a healthier Eastern Oregon.

Northeast Oregon Network is an equal opportunity employer and prohibits discrimination on the basis of race, color, religion, national origin, sex, age, or disability.