



Job Title: Training Team Specialist
Team: Training
Division: Planter Development
Group: Send Network
Location: Alpharetta
Reports to: Director of Send Network Training
Non-exempt/Exempt: Exempt
Southern Baptist Required: Yes

Summary:

This position exists to support the Send Network Trainers in training Church Planters across North America, as well as coordinating the Train the Trainer Retreat Centers.

Essential Functions:

Include the following and other duties as the Send Network Training develops.

- Assist the Director of Send Network Training with travel and expenses. This may also include any other local/NAMB needs.
- Manage the start of new Church Planter training cohorts across North America. This includes setting up the online cohort with in the PathWright platform, insuring that both trainer and student have the necessary tools for training, and wrapping up each Send City cohort with the appropriate financial actions.
- Coordinate the logistics of each event the Send Network Training Team leads/hosts. This include the Train the Trainer Retreat and other Annual events. This involves managing inventory, printed material needs and insuring that each retreat center has the essential supplies for each retreat including snacks and catering.
- Provide training and coaching to each coordinator in the field. Creating short development sessions by working through topics that could help our coordinators better serve our training team.
- Collecting and editing content for the Send Network Newsletter.
- Overseeing new and current Contracts/Staffing Agency Appointments for the Training Team. This includes all Send City Trainers, Train the Trainer Co-Trainers and Coordinators and any specialty work we are outsourcing. This involves working closely with the procurement team and approving per-project time sheet to ensure proper payment.

- Assist Team Lead in any mass communication. This includes any possible edits, formatting and the maintenance of all email lists needed by the Training Team.
- Monitoring the Send Network Trainer Certification process. This will require PathWright course maintenance including, following each candidate through their process, collecting any completed data, creating final reports, and assisting the Certifier when needed.
- Booking and Expensing all Non-Employee Travel. Ex: Train the Trainer Co-Trainers and Coordinator Trainers.
- Point of Contact and team liaison with the NAMB Marketing team. This includes submitting new marketing projects and working with the Marketing team to communicate contextual understanding for each project.
- Send Network Training's Extraordinary Experience Agent with the Connection Center. Once trained with the Connection Center, all online inquires and phone calls, Send Network Training related, are to be managed through Freshdesk.
- Monitor the 'Trainer' pipeline. Ensure that potential trainers are moving through the Pre-Training process and registering for the appropriate Train the Trainer retreat. This includes creating Trainer Aptitude Assessments.
- Honor our Trainers when training milestone are reached. This can consist of sending small gifts or notifying the appropriate team member that a phone call or notecard needs to be sent. Inventory will need to be kept on some amounts of items.

Education and/or Experience:

Bachelor's degree (B.A.) or equivalent; or four or more years' related experience and/or training; or equivalent combination of education and experience.

Christian Walk:

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

Communication Skills:



Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

Other Skills, Abilities, & Qualifications:

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Personal Qualities:

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.