



JOB DESCRIPTION

DATE: August 13, 2019

POSITION: Manager, Global Programs

REPORTS TO: Senior Director, Training

FLSA STATUS: Non-Exempt

WORK HOURS: Part-Time, 20 hrs/wk

SHORT DESCRIPTION:

The Manager, Global Programs will work with the Senior Director, Training, as well as City to City's (CTC) Leadership Development team and Coaching Catalyst to assist in the development and management of our global training programs so that global affiliates and networks have the tools and expertise they need to fulfill their mission. The Manager will work with CTC global affiliates and networks to help them develop their own Pathwright courses as needed, manage training resources and follow up. The Manager will also assist the Senior Director, Training and Coaching Catalyst in some administrative functions. The Manager will be responsible for maintaining timelines, gathering and disseminating pertinent information related to follow up, execution, attendance and satisfaction, etc. pertaining to our training programs and future needs for selected fields.

RESPONSIBILITIES:

Manage the system that supports the development of trainers through Train the Trainer (TTT)

- + Direct the planning and logistics of assigned TTT workshops
- + Provide assigned networks offering TTT with all the resources and materials needed for the training events
- + Be available to consult with networks on training event logistics

Manage the online learning platform (Pathwright or other)

- + Manage updates/fixes, add new or edited material, publish new material for existing training networks
- + As needed, help regions build their own training platform and process along with contextually appropriate tracking

Point of contact for leaders who currently have a relationship with CTC who would like to offer training

- + Connect them with the Leadership Development team to discern the best way to serve them
- + Assist in scheduling regular conference calls between regional training catalysts and members of the Leadership Development team to continue to develop relationships, encourage, troubleshoot and consult

Work with Leadership Development team in the creating and piloting of new training programs that best serve the needs of different networks

- + Assist in the creation/adaptation of these programs
- + Manage these programs from inception to execution and follow-up

Support global leaders in the implementation of new regional Intensives

- + Continue to develop a course on “How to Launch Intensives” on Pathwright
- + Work with global leaders and their teams to familiarize them with all aspects of

Administrative assistance for Senior Director, Training

- + Coordinate travel for training events and other trips
- + Plan and maintain calendar
- + Track assignments and action items to help ensure completion and follow-up
- + Create and submit expense reports

Support Coaching Catalyst

- + Monitor and aggregate training materials and tools for each region
- + Help design and communicate Regional Coaching Plans
- + Coordinate online training calendaring
- + Help manage regional training cycles

SKILLS AND EXPERIENCE:

- + Project management experience
- + Good written communications skills
- + Passion for CTC’s vision and mission
- + Ability to work well with people
- + Detail-oriented
- + Highly motivated and a quick learner
- + Good time management skills with the ability to prioritize tasks
- + Cultural agility
- + Fluent or near fluency in the Google Suite of products, Word, Excel, PowerPoint, Pathwright and Salesforce (can be trained)

To apply, please send a cover letter and resume to hr@redeemercitycity.com.