



## Professional Development Coordinator

**Reports to:** Payroll & Human Resources Manager

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$20.00 - \$24.00 per hour, based on experience

**Job Type:** Full-time; non-exempt, 40 hours per week

### Overview/Position Summary

The full-time Professional Development Coordinator is a member of the Finance & Human Resources Team who supports the professional growth of the organization. This role will coordinate and perform daily functions of professional development related to grants, training, youth program quality and recognition. The Coordinator will collaborate with various departments to ensure training aligns with the organization's goals and supports ongoing professional development efforts.

### Responsibilities

- Understand the Club's Professional Development Plan, ensuring alignment with organizational goals.
- Track training progress and requirements.
- Support Managers in developing professional development plans for their teams, and provide ongoing support to staff with short- and long-term professional development goals.
- Collaborate with departments to assess training needs and source relevant training materials, including courses through Middlesex Community College.
- Perform regular evaluations based on Youth Program Quality Assessment (YPQA) standards.
- Research and identify opportunities for courses, training, and professional development.
- Report on professional development performance measures, outcomes, budgets, and reports.
- Work as part of the grants process by supporting professional development requirements, tracking, reporting, and data collection and maintenance for relevant grants.
- Support with scheduled training session weeks.
- Coordinate the recognition program, including but not limited to organizing events, tracking anniversaries and achievements.
- Ongoing monitoring and coordination of courses with the Workforce Development grant; ensure coordination with schedules, events and training sessions;
- Prepare and submit monthly reimbursement invoices with supporting documentation for the Workforce Development grant.
- Assist with training teen Youth Leaders participating in our Pathways program.
- Perform related work as required.

### Skills and Experience relevant to this position

- Excellent written and oral communication skills
- Strong time management, task tracking and follow-up abilities
- Excellent active listener with strong interpersonal skills
- Proficient in computer skills, with the ability to learn and use various platforms, including Microsoft OneDrive, Word, Excel, and Google Suite.
- Attention to detail, willingness to learn and strong organizational skills.
- Interest in working with multicultural teams with diverse constituencies.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.

### Qualifications

- Must understand and support Club values: Commitment, Excellence, Fun, Integrity, and Teamwork.
- Ability to work in an environment with loud noises.

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- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention.
- Education: Associates Degree and 2 years relevant experience
- Age requirement: 21+
- Authorized to work in the U.S.
- MA or NH driver's license and good standing driving record.

#### **Benefits:**

- Paid time off, Medical, STD/LTD, Employee Assistance Program, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Values and mission driven organization.
- Interaction with a positive, community minded team, along with amazing young people.

#### **How to respond**

- Please submit your resume to Mai Nguyen, Executive Project Manager at [mai.nguyen@lbgc.org](mailto:mai.nguyen@lbgc.org).

#### **Our Hiring Process and Timeline**

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on September 12, 2024.
- We would like to have selected the candidate by September 30, 2024.

#### **Equity Statement**

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

#### **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.