



Job Title:

Training Coordinator

Job Summary:

The training coordinator is responsible for organizing and managing trainings for various programs within the National Association of Drug Court Professionals (NADCP) and its three training and technical assistance divisions: the National Drug Court Institute, National Center for DWI Courts, and Justice For Vets. The training coordinator position is largely administrative, based out of the NADCP offices in Alexandria, VA. This position does not perform any direct training. It is an administrative position focused on coordination. The training coordinator position requires a split of in-office reporting and telework. Applicants must reside no more than 60 miles from the NADCP office.

Primary duties include:

- Coordinating logistics of trainings from start to finish - creating authorization forms for travel, receiving and filing itineraries, sending final logistics to travelers
- Setting up Zoom meetings and webinars for training events, serving as host, assisting attendees with tech related issues
- Creating website and registration pages for trainings
- Maintaining continuous contact with coworkers, consultants and jurisdictional point of contacts regarding status of trainings and projects
- Assist in the editing and development of training workbooks
- Pack and ship training materials
- Maintaining extensive records - expense spreadsheets, expense reports, evaluations, monthly reports, contact notes, etc.
- Reconciling financial statements and reports
- Additional duties assigned by the project director and/or division director
- Mandatory travel to NADCP's annual conference with the opportunity to travel to other training events to serve as an observer and onsite administrative support

Competencies/Skills:

- Proficient in Zoom, Microsoft Teams, etc.

- Comfortable and efficient working in a virtual environment
- Must be a self-starter
- Project management
- Excellent written and verbal communication
- Organized
- Quick learner and ability to adapt
- Highly skilled in Microsoft Office products – Outlook, Word, Excel, PowerPoint
- Time Management – able to effectively manage one’s own time and prioritize tasks
- Editing/Proofreading – recognizes errors in written work and quickly works to correct
- Deadline driven
- Able to lift 20lbs (packing and shipping boxes of training materials)

Recent graduates encouraged to apply.

How to Apply:

Please send a resume and cover letter to personnel@nadcp.org

Current Operating Status

NADCP is a hybrid employer. Typically, employees of NADCP work a combined work schedule of in-person reporting and telework. Applicants must have the capability to perform all necessary work functions both virtually and on-site. Reporting times and schedules are based on position and organization need. At its discretion, NADCP may lift or revise its current operating status.

Drug & Alcohol Policy

As a federal grantee, NADCP has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any NADCP worksite, while operating any NADCP vehicles, or conducting any NADCP-related activities. Employees must pass a pre-employment drug test as a condition of hire and must notify NADCP of any alcohol other drug related arrest within five days. NADCP reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.

Why NADCP

The National Association of Drug Court Professionals is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and

mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, NADCP helps shape America's conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, NADCP and its divisions—the National Drug Court Institute, National Center for DWI Courts, and Justice For Vets—have trained hundreds of thousands of professionals whose roles span every intercept point in the American justice system.

Headquartered in Old Town Alexandria, Virginia, NADCP's more than 50 full-time employees enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. NADCP's generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time (exclusive of the organization's 11 paid holidays), flexible schedules, teleworking availability, and others. NADCP's office is accessible by Metro rail and bus, offers garage parking and is in walking distance to historic Old Town Alexandria.