

**POSITION DESCRIPTION
FOR
TRAINING COORDINATOR**

BRANCH: Operations

SUPERVISOR: Program Manager

INTRODUCTION: The incumbent will provide specialized administrative support to include serving as an interpreter for Spanish speaking students, transportation of students and lodging coordination, record keeping, preparation of reports, scheduling and database management.

ESSENTIAL FUNCTIONS:

1. Provide specialized administrative support and coordination of logistic support activities.
2. Perform as the International Military Student Officer (IMSO) for Naval Small Craft Instruction and Technical Training School (NAVSCIATTS).
3. Serve as interpreter for Spanish speaking students during non-duty hours.
4. Maintain the personnel tracking matrix and ensures updates are entered timely.
5. Responsible for the indoctrination, accountability, and issuance of security IDs for all students.
6. Coordinate and conduct Field Studies Program events.
7. Perform record keeping and database management.
8. Schedule the daily and weekly activities for personnel and ensure changes are promptly identified.
9. Coordinate all travel and lodging requirements for students.
10. Attend required training associated with job responsibilities.
11. Comply with policies and procedures as set forth in the corporation's Handbook of Policy and Procedure.
12. Comply with the provisions of the corporation's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling and destroying classified material.
13. Work, cooperate and communicate, as directed by the Program Manager, with supervisors, team leaders and co-workers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
14. Travel as required.
15. Performs other duties as assigned.

**POSITION DESCRIPTION
FOR
TRAINING COORDINATOR
(Continuation)**

QUALIFICATIONS FOR POSITION:

1. Must have a high school diploma or GED.
2. Must be able to write correspondence in military format, when necessary.
3. Must be proficient in the use of computers and other related devices.
4. Must be able to obtain a Commercial Driver's License (CDL).
5. Must have an in-depth knowledge and comprehension of written and oral communication principles in both **English and Spanish**.
6. Must possess excellent work ethic as well as verbal and written communication skills and be detailed and accurate in performing all administrative and routine functions.
7. Must be able to get along well with others and effectively function as member of a team.
8. Must be able to obtain, at minimum, a Secret Security Clearance.