



OESTERLEN

Empowering Individuals to Thrive

Professional Development Coordinator Job Description

Position: Professional Development Coordinator

Organization: Oesterlen

Location: Springfield, OH

POSITION SUMMARY

Develop and coordinate institutional professional development programs and events, and facilitate the development and delivery of workshops that serve the professional, educational, and training needs of the agency; provide resource materials to staff and clients; and monitor professional development budgets.

Level Scope

Recognized subject matter expert who knows how to apply theory and put it into practice with in-depth understanding of the professional field with limited oversight from managers. Independently performs the full range of responsibilities within the function; requires deep job knowledge of area typically obtained through higher education combined with experience. Manages large projects or processes and problems faced are difficult and often complex; analyzes problems/issues of diverse scope and determines solutions. May manage programs that include formulating strategies and administering policies, processes, and resources; functions with a high degree of autonomy. Influences others regarding policies, practices and procedures.

Minimum Qualifications

Bachelors or Advanced Degree and or 3-5 years of professional experience or equivalent relevant experience.

Knowledge, Skills, and Abilities

Ability to coordinate the activities of a comprehensive professional development program;
Ability to perform difficult, complex and detailed planning, reporting and communicating with multiple constituency groups, senior management, and outside entities.
Ability to work under pressure to meet deadlines
Ability to analyze situations accurately and take appropriate action; identify problems and recommend solutions.

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Essential Functions and Key Responsibilities

60% of Time the Prof Dev Coordinator must:

- Assess training needs through surveys, interviews with employees, or consultations with managers or instructors.
- Design and create training manuals, online learning modules, and course materials
- Perform administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollment
- Monitor and evaluate training programs to ensure they are current and effective
- Deliver training to employees using a variety of instructional techniques
- Provide resources for professional development activities.
- Participate in meetings, workshops and seminars for conveying and/or gathering information required to perform functions.
- Research a variety of information (such as courses, materials, training consultants, so forth) to develop new programs that meet staff training needs.
- Respond to inquiries to resolve problems, providing information and/or referring to appropriate personnel.

35% of Time the Prof Dev Coordinator duties are determined by department needs

5% of Time the Prof Dev Coordinator will perform other duties as assigned

Work Environment and Physical Demands

Some positions may involve frequent bending, moving, lifting, and carrying material weighing up to 50 pounds; some positions may involve moving, lifting, and carrying material weighing up to 70 pounds; standing up to eight hours each day; working in all weather conditions; exposure to high noise levels and require wearing hearing protection.

Travel Requirement

Not applicable

Career Path

Professional Development, Director

For more information please contact, Mark Derr, Chief Operating Officer at 937-398-0242 or by email at mderr@oesterlen.org.