



Position Title	Professional Development Facilitator
Location	78 Jefferson Avenue, Columbus OH
Department/Section	Child Care and Education Initiatives / Professional Development
Employment Status	Part time (15-20 hours per week)
Schedule	Includes evenings and weekends
Duties	<ul style="list-style-type: none"> • Facilitate in-person training sessions, evenings and/or weekends <ul style="list-style-type: none"> ○ Greet attendees; direct to correct room ○ Support instructor needs (e.g. technology support, making additional copies) ○ Manage late arrivals ○ Ensure the building is secure at the end of the session • Facilitate virtual training sessions, evenings and/or weekends <ul style="list-style-type: none"> ○ Greet attendees; provide basic tech support (e.g., how to mute) ○ Support instructor needs (e.g., sharing videos, advancing slides) ○ Manage late arrivals • Copy and prepare materials for training sessions, as needed • Monitor attendance and participation • Communicate regularly with PD Coordinator and other AFC staff • Other duties as assigned to support the Action for Children mission • Opportunities to expand work responsibilities based on employee motivation and skill, and AFC need
Qualifications	<ul style="list-style-type: none"> • Positive and professional written and spoken communication • Comfort with greeting clients and representing Action for Children • Demonstrated proficiency with technology including MS Office, PowerPoint, copiers, etc.; familiarity with data management software a plus • Respect and care for people of all cultural, racial, gender, religious, linguistic, and socio-economic backgrounds • Respect and care for early childhood educators, child care programs, and the children and families they serve • Must be reliable • Must be 18 years or older
Compensation	\$15/hour
How to Apply	Email resume and cover letter explaining how experience and education fulfill the job requirements to jobs@actionforchildren.org No phone calls please. Action for Children is an equal opportunity employer.

