

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Human Resources

Position to be filled: Training Coordinator (SRR Tribal Members Only)

Required Qualifications/Essential Duties:

- High School Diploma /GED plus 6 months related experience- **Required**
- Minimum 1-year experience in Human Resource Recruitment- **Preferred**
- Assesses training and development needs through surveys, interviews, focus groups, and communication with managers, instructors, and customer representatives.
- Creates, organizes, plans, and presents various forms of onboarding, orientation, and skills training for employees and customers.
- Develops unique training programs to fulfill workers' specific needs to maintain or improve job skills.
- Creates and/or acquires training procedure manuals, guides, and course materials.
- Presents training and development programs using various forms and formats including group discussion, lecture, simulations, and videos.
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Evaluates program effectiveness through assessments, surveys, and feedback.
- Maintains knowledge of the latest trends in training and development.
- Prepares and implements training budget; maintains records and reports of expenses.
- Strong presentation skills.
- Adept with a variety of multimedia training platforms and methods.
- Ability to evaluate and research training options and alternatives.
- Extremely proficient with Microsoft Office Suite and related program software
- Train new hires on company policies and procedures and use the best training methods for a specific purpose or audience.
- Gather and evaluate information from employees and management on previous training to identify weaknesses and areas that need additional training.
- Attend seminars and meetings to learn new training methods and techniques and use the knowledge to prepare and coordinate future training sessions.
- Recruit and train new Trainers, delegate training tasks to the new Trainers and evaluate performance.
- Inform employees on scheduled training and track their progress.
- Recommend training materials and methods, order and maintain in-house training equipment and facilities and manage the budget set for training
- Must be insurable through company's carrier and maintain throughout employment- **REQUIRED;**

Reports To: Director

Starting Rate of Pay: \$28.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: 1/31/23

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.