



# Training & Technical Assistance Coordinator

We are adding to our Team!

We are looking for an experienced individual that is able to immediately fulfill full-time Training/Technical Assistance Coordinator responsibilities. The selected candidate's level of experience will determine the nature and salary of this position.

## Experience for this position may include:

- Experience working in or managing a database
- Event planning experience
- Maintaining and creating records, minutes, meetings, and notes
- Reviewing documents for accuracy and completeness
- Experience with learning management systems
- Customer service positions with many constituents

## Qualifications:

- High School Diploma or GED; Associates or Bachelor's Degree preferred
- 3 years of general office experience with some accounting
- Customer service
- Organizational skills
- Idaho driver's license
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered

## Salary:

- Salary range starting at \$44,113, increased compensation depending on qualifications & experience
- Public Employees Retirement System of Idaho (PERSI)
- Extensive benefits package
- Flexible work schedule

**The position is open until October 29, 2021. Get your application in today!**

Send cover letter, resume and 3 references to Mike Cram: [MCRAM@LHTAC.ORG](mailto:MCRAM@LHTAC.ORG) or visit us at:  
LHTAC, 3330 Grace St. Boise, ID 83703