



## Training & Events Manager

The Missouri Community Action Network seeks a full-time experienced Training and Events Manager. Candidates must have a desire to make a difference helping people and changing lives by supporting Missouri's Community Action Agencies. The Training and Events Manager, in a team-oriented environment, helps to build a respected, strategic, statewide organization through the design, development and delivery of the Community Action Network's training and development programs, including our Annual Training Conference. This position will be responsible for the initiation, implementation, and tracking of various projects and events, including membership training, e-learning management and recruitment. Outstanding communication skills, program design and project management skills are essential. A bachelor's degree in related field plus three years' experience in adult or continuing education is required. A combination of additional experience, education and certifications may be considered. Position is located in Jefferson City and includes limited travel. We offer a competitive salary, excellent benefits package, and a rewarding work environment. Complete the application at [www.communityaction.org/our-team](http://www.communityaction.org/our-team) and submit along with your resume via email to [info@communityaction.org](mailto:info@communityaction.org).