Position: Administrative Support for Training  
Program Area: Training  
Location: IRCO, 10301 NE Glisan St, Portland, OR 97220 and offsite  
Schedule: Flexible  

Position Summary:  
We are at the beginning stages of developing greater training capacity for the agency, are in need of support to create documents that will be used to track, support, and evaluate training. Work with a training specialist who will guide you and provide resources to create tools for staff to use such as training needs assessment, training plans, training tips for methodology, training evaluation and post-training activities.  

Qualifications:  
• Able to perform light research  
• Able to work independently  
• Attention to detail and effective communication skills  
• Must have good writing skills with high-level proficiency in Microsoft Word  
• Proficient in PowerPoint and Excel  

Time Commitment: 3-6 months, variable weekly time commitment  

Age Requirement: 18 and over