



## Hiring Announcement

**Position Title: Training Support Contractor**  
**Position Type: Contractual**  
**Rate of pay: \$20-25/hour**  
**Position Location: Remote, work from home**  
**Starting date: Immediately**

### **Organization Background**

Founded in 2011, the [National Family Support Network](#) (NFSN) is a membership-based organization comprised of state Networks of two or more [Family Resource Centers](#) (FRCs), working together within a collective impact framework to ensure coordinated quality support for families. As the United States' coordinating body for Family Resource Center Networks, the NFSN currently has 39 Member Networks, comprised of more than 3,000 FRCs, representing the great geographical and demographic diversity of the nation.

The mission of the NFSN is to promote positive outcomes for all children, families, and communities by leveraging the collective impact of state Networks and championing quality Family Support and Strengthening practices and policies.

The vision of the NFSN is a nation in which every family is thriving and every state has a strong and effective Network of FRCs.

In order to achieve this mission and vision, the NFSN focuses on three main areas of impact:

- Connecting and convening member networks to enhance their effectiveness - Increasing connectedness amongst members for peer learning and mutual support through monthly virtual meetings, webinars, weekly e-newsletter, annual Member Convening, and networking.
- Promoting Family Support best practice and evaluation - Raising awareness of what quality Family Support is and promoting a common language, standards, and evaluation of it through the national implementation of the [Standards of Quality for Family Strengthening & Support](#).
- Raising the visibility of the value and impact of Networks of FRCs – Highlighting both the need to support and strengthen families nationally and the skilled networks, organizations, and workforce needed to do so effectively, including promoting the establishment of Networks in states without them.

**Position Description**

Working with the NFSN staff, members, training and webinar participants, and other external stakeholders, the NFSN Training Support Contractor is responsible for logistical aspects of NFSN trainings and webinars to ensure the successful and smooth functioning of these events. The position works contractually and remotely, across multiple time zones. The position requires a flexible schedule, being available on an ongoing basis, and being well-familiar with managing Zoom meetings and events. Trainings are held on the 4<sup>th</sup> week of the month, webinars are on Wednesday afternoons, and others are scheduled as needed. Trainings may be up to eight hours per day. The position will be supervised by the NFSN Administrative Coordinator.

**Responsibilities**

- Prepare for and follow up from NFSN trainings and webinars in coordination with NFSN staff and trainers.
- Coordinate and manage technical logistics of NFSN-conducted trainings, including setting up trainings in Zoom, launching the Zoom room, admitting participants and individually checking them in to the training, moving participants to and from breakout rooms, recording and managing participant attendance, managing training documents and tools, inputting polls into Zoom, and serving as point person for training support inquires and troubleshooting
- Create documents utilizing Google Docs, Sheets, and Slides
- Prepare and maintain correspondence, including respectfully handling confidential information
- Positively represent the NFSN in interactions with all stakeholders

**Required Qualifications**

- Possession of a High School Diploma or higher
- Demonstrated proficiency with Zoom
- Strong organizational skills, attention to detail, and proactive planning skills
- Excellent interpersonal skills – ability to work effectively with a wide range of people and personalities
- Strong verbal communication skills
- Strong computer skills, including proficiency in navigating the Internet and the Google Suite (Docs, Sheets, and Slides)
- Flexibility and ability to work effectively in a dynamic and fast-paced environment

**Application Procedure**

Please submit both a cover letter and resume via email as attachments (not in the body of the email) to [info@nationalfamilysupportnetwork.org](mailto:info@nationalfamilysupportnetwork.org) addressed to: Mary Robinson-Griffey, Administrative Coordinator. No phone calls, please.

*NFSN is an equal opportunity employer and encourages people of diverse backgrounds to apply.*