**Fire Training Coordinator**

The North Dakota Firefighter’s Association is accepting applications for a Fire Training Coordinator. The primary responsibilities of the fire training coordinator are to develop, plan, and manage a wide range of fire service-related training programs for North Dakota fire departments; provide assistance to fire department training programs; interact with fire department training officers to determine department training needs and coordinate training programs and schedules; assist with coordination of special training programs; coordinate and interact as a liaison between the NDFA office and fire service training providers; and ensure compliance with all NDFA and NFPA requirements, regulations, and standards.

The fire training coordinator actively supports and upholds the NDFA’s stated mission and values. Under the direct supervision of the Training Director, this position oversees the administration and implementation of programs and strategic plans of the North Dakota Firefighter’s Association.

**Responsibilities**

This list is intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by this individual position. There may be other duties as required or assigned within the scope of the duties in this job classification.

* Serve as the first point of contact for the Training Director as the day-to-day coordinator for the ND Firefighter’s Association’s training programs in accordance with fire technology standards and training requirements.
* Selects instructors and safety officers for all programming.
* Coordinates instructor and safety officer schedules and coverage for classes.
* Coordinates the planning of course scheduling.
* Advises students on course or program selection.
* Create training schedules for all courses offered.
* Tracks data and creates reports as required.
* Keeps and maintains records.
* Assists Department Training Officers with the training of new firefighters as requested.
* Issues notice of training opportunities.
* Assists with preparing and managing the budget.
* Conduct internal and external surveys to determine training needs.
* Identify resources needed for ongoing training.
* Review and edit correspondence sent through the NDFA office pertaining to the scope of duties, ensuring documents and reports are professionally presented and adhere to appropriate policies and procedures.
* Organize and maintain data drives, updating appropriate forms and files.
* Prepare Requisitions and reimbursements as needed.
* Determine and maintain proper inventory, working with the vendor to purchase or refurbish as required.

**Qualifications**

* Proficiency in word processing and presentation software.
* Ability to operate media equipment.
* Exceptional organization skills and interpersonal skills.
* Ability to work with a team and have attention to detail.
* Knowledgeable about learning management systems, instructional design, and e-learning platforms.
* Ability to handle multiple assignments and assess and analyze data.
* Ability to anticipate problems and resolve those of a routine nature.
* Knowledge of business methods and practices, including purchasing procedures and payroll.
* Ability to effectively handle interpersonal interactions at all levels.
* Ability to work collaboratively with department partners and prioritize information flow to the Training Director.
* Ability to troubleshoot office administrative problems and respond to all inquiries and requests related to the work area.
* Ability to prioritize and inform the Training Director of the most pressing issues.
* Ability to maintain confidentiality.
* Strong skills in using office software packages, technology, and systems.
* Ability to train others in new skills and procedures.
* Understand the organization and operation of the Association and outside agencies as necessary to assume assigned responsibilities.
* Communicate clearly and concisely both orally and in writing.
* Knowledge of the Fire Service’s organization, functions, and procedures.

**Required Qualifications**

* Bachelor’s degree, preferably in a field related to education **OR** a combination of education and experience which demonstrates the ability to perform the position’s essential functions.
* Three (3) years of administrative work experience in a position related to fire service training and education at a school, academy, or department within a public safety environment.

**Preferred Qualifications**

* Demonstrated work experience with fire department operational procedures.
* Experience working in a Fire Department setting, preferably which included education or public safety.
* Experience developing standard operating procedures that include training and fire department operations.

**Benefits**

* Classification – Exempt
* Salary - $60,000 – $68,000
* Health Insurance
* Retirement –(ND PERS)