



**Position Title:** Training and Capacity Building Manager

**Department:** Training and Technical Assistance

**Reports To:** Chief Strategy Officer

**Location:** St. Louis, MO (with travel to other regions as needed)

**Employment Type:** Full-Time

**Mission:** Achieving zero health disparities through community and health system partnerships across Missouri.

## **Job Summary**

The Training and Capacity Building Manager serves as the lead coordinator and facilitator for CHCM's training and capacity-building efforts, with a primary base in the St. Louis region and responsibilities that may extend across Missouri as organizational needs require. This role brings strong subject-matter expertise in adult learning, leadership development, youth development and emerging trends in community and systems-level practice to strengthen CHCM's internal and external training work.

The Manager oversees training delivery, curriculum quality, staff coordination, and partner engagement. This position functions as the lead practitioner and manager responsible for ensuring consistency, quality, and responsiveness in training and capacity-building initiatives aligned with CHCM's equity-centered, trauma-informed approach.

## **Key Responsibilities**

### **Training Strategy, Innovation, and Curriculum Oversight**

- Serve as a subject-matter expert in training, education, leadership development, and emerging trends impacting communities and systems.
- Monitor curriculum effectiveness through participant feedback, outcomes data, and partner input; implement updates and modifications as needed.
- Identify emerging learning needs ("what we are hearing") and recommend new training content or approaches for CHCM staff and partners.
- Ensure all training materials and delivery methods align with equity-centered, trauma-informed, and culturally responsive principles.

### **Training Delivery and Capacity Building**

- Lead and facilitate in-person and virtual trainings for CHCM staff, consultants, and external partners.



- Implement the Train-the-Trainer efforts to build internal and regional training capacity.
- Assess partner training and technical assistance needs and develop customized learning experiences aligned with contract goals and system priorities.
- Support consistency and quality across organizational efforts both internal and external.

### **Staff Coordination and Supervision**

- Provide direct supervision, coaching, and performance support to training staff and consultants, as applicable.
- Coordinate staff schedules, assignments, and coverage in alignment with training contracts, timelines, and deliverables.
- Serve as a day-to-day resource and mentor for team members providing training.

### **Contract and Partner Management**

- Manage assigned training contracts and relationships with system-level and community partners.
- Serve as a primary point of contact for training-related communication, expectations, and deliverables.
- Participate in state and local meetings aligned with the Missouri Model and EC-TIC, representing CHCM's training and capacity-building work.
- Collaborate with internal teams to ensure training efforts are integrated with broader organizational strategies.

### **Program Evaluation and Continuous Improvement**

- Track participation, outcomes, and partner satisfaction related to training and capacity-building activities.
- Contribute to reports and documentation required for contracts, funders, and internal learning.
- Use data and feedback to inform continuous improvement of training strategy, delivery, and capacity-building models.

### **Qualifications**

#### **Education and Experience**



- Bachelor's degree in education, public health, social work, organizational development, or related field required; Master's degree preferred.
- Minimum of 6–7 years of experience in training, facilitation, or technical assistance.
- At least 2–3 years of experience coordinating staff, consultants, or programs; formal supervisory experience preferred.
- Experience in nonprofit, public health, education, or community-based systems is strongly preferred.

### **Skills and Competencies**

- Strong knowledge of adult learning principles and instructional design.
- Demonstrated ability to lead trainings and adapt content for diverse audiences.
- Experience coordinating schedules, deliverables, and contracts across multiple partners.
- Commitment to health equity, trauma-informed care, and systems-level change.
- Excellent communication, organization, and relationship-management skills.
- Ability to work independently while collaborating closely with cross-functional teams.

### **Additional Information**

- **Travel:** Regular in-state travel required; primarily St. Louis–based with statewide engagement as needed.
- **Salary:** \$65,000 - \$75,000
- **Benefits:** Comprehensive benefits package including health insurance, retirement plan, and paid time off.

### **Application Process:**

Interested candidates should submit a resume, cover letter, and three professional references to [vhollimon@chcmmissouri.org](mailto:vhollimon@chcmmissouri.org) by March 2, 2026.



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