

# RIVER VALLEY CHILD DEVELOPMENT SERVICES

## Internal/External Job Posting



**DATE POSTED:** May 1, 2019

**OPEN UNTIL FILLED**

**PROGRAM NAME:** WVECTCR

**JOB TITLE:** Training and TA SW  
Coordinator

### **QUALIFICATIONS:**

RVCDS/WVECTCR is seeking one (1) full-time Training and Technical Assistance Statewide Coordinator in Huntington, WV to coordinate and implement early childhood meetings, trainings, and conferences. The ideal candidate has excellent time management and organizational skills; strong critical thinking skills; great attention to detail; and the ability to effectively multi-task. Statewide travel with some overnight travel required. Mileage reimbursement provided for all work-related travel.

Bachelor's degree from an accredited college or university in early childhood education, adult/technical education, or related field required. Demonstrated experience with successful event coordination preferred. \$39,500-\$43,500, based on education level (BA, BA+15, MA, MA+15, or MA+30), plus excellent benefits: retirement; health/vision/dental insurance; PTO; 10 paid holidays per year; and opportunities for annual professional development.

View job description [www.rvcds.org/jobdescriptions.shtml](http://www.rvcds.org/jobdescriptions.shtml)

Submit resume to [wsmith@rvcds.org](mailto:wsmith@rvcds.org). Must pass drug test. EOE-M/F/V/D

### **TO APPLY, CONTACT:**

Whitney Smith, Human Resources Coordinator  
River Valley Child Development Services  
[wsmith@rvcds.org](mailto:wsmith@rvcds.org)  
611 Seventh Avenue  
Huntington, WV 25701  
(304) 523-3417  
(304) 523-2678 (fax)

All job positions: Must pass drug test. EOE- M/F/V/D

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It is understood that employees will not be considered eligible for transfer to another position or geographic area for one year after employment, **unless authorized to do so in writing by the Executive Director.**