POSITION DESCRIPTION

PROGRAM TECHNICAL SPECIALIST (LEARNING/TRAINING)

EMPLOYER: THE VITAMIN ANGEL ALLIANCE, INC. Vitamin Angels is a 501(c)3 tax-exempt organization, incorporated in the State of California (1998) and headquartered in Santa Barbara, California. Vitamin Angels operates globally, through field partners (i.e., locally registered NGOs); and currently supports projects in 45 countries. Our mission is to help at-risk populations in need – specifically pregnant women, new mothers, and children under five – gain access to lifesaving and life changing vitamins and minerals. Vitamin Angels is driven by entrepreneurial individuals drawing upon private sector know-how, sound business practices, proven/innovative fund-raising approaches with significant potential upside for revenue expansion, evidence-based research, and sound public health practice to achieve programmatic results.

POSITION LOCATION: Santa Barbara, California.

POSITION: PROGRAM TECHNICAL SPECIALIST (LEARNING/TRAINING). Vitamin Angels seeks a performance-oriented Program Technical Specialist (Learning/Training) able to deliver results. Key short-term targets include a focus on expansion of Vitamin Angels’ network of course facilitators and national level service providers able to deliver micronutrient services for women and young children, deworming services, and related health education; and ongoing development and testing of materials that support learning programs and on-the-job performance. The Program Technical Specialist will deliver results by: building on a robust, existing, proven model around which Vitamin Angels’ learning programs are constructed; working as a member of a strong team to build-out self-sustaining cascade learning systems in key focus countries; collaborating with in-country program advisors and growing the skill set of in-country technical advisors; collaborating to create and execute upon annual operational plans; working to strengthen the Technical Services Department’s team and processes, and contributing as an active member of the Technical Services team integrated with VA’s wider vision, mission and professional staff.

KEY DUTIES/RESPONSIBILITIES

The key duties and responsibilities of the position are to:

- Coordinate all aspects of implementation logistics for all course offerings and after-training monitoring visits by yourself and VA’s external consultant part-time facilitators.
- Develop, deliver and/or organize training materials and programs consistent with organizational needs,
- Deliver and/or organize technical assistance interventions consistent with organizational needs,
- Identify, standardize and manage external consultant trainers and technical assistance advisors,
- Organize a regular schedule of monitoring visits to implementation partner and grantee projects, and define and execute remedial technical measures to strengthen their programs to ensure they meet internationally accepted best practices adapted to local conditions, and
- Develop and manage planning and associated budget documentation for training and technical assistance.
ORGANIZATIONAL RELATIONSHIPS

VA operates under a collaborative, matrix management model. The Technical Specialist is supervised by the Manager for Technical Services with respect to overall assignments and performance, and interacts daily with other team members to coordinate his/her activities. The Technical Specialist establishes his/her own daily work priorities, but does so consistent with Technical Services Department priorities, schedules and budget.

KEY KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

- Masters degree in a relevant discipline from an accredited university (preference will be given to candidates holding a degree as a registered nurse with experience in education and/or training)
- Specialized expertise in some aspect of health or public health
- Minimum two years experience generating and disseminating technical services, including education and/or training services, to internal and external audiences,
- Minimum two years experience engaging/providing technical services to field partners,
- Superior written/oral communications skills, interpersonal skills, organizational skills, and
- Computer literacy.

COMPENSATION

Commensurate with experience.

APPLICATION

To apply, interested persons should submit a letter of application; resume or curriculum vitae; and the names, addresses, e-mail addresses and phone numbers of three references – to M. Boyle, Corporate Services Manager:

E-mail: mboyle@vitaminangels.org; or
FAX: 805.564.8499

Applications will be accepted until June 15, 2015 or until a qualified applicant is identified.

After the materials listed above have been submitted, candidates selected for further consideration will be supplied with a full position description for their review and be requested to submit an employment application form supplied by Vitamin Angels. As part of the final interview, qualified applicants will be asked to prepare a brief 5-10 minute presentation to be presented via Skype.