

The Michigan Public Transit Association is accepting applications for the position of a part time Training Program Coordinator for fiscal year 2025 (October 1, 2024-September 30, 2025).

The contract may be eligible for extension to include a one-year extension through fiscal 2026 and a second one-year extension through fiscal 2027. This position, funded by the Michigan Department of Transportation from a federal grant administered through the Michigan Public Transit Association (MPTA), is for a part-time independent contractor. The position requires the ability to travel and to attend regular meetings, usually held in East Lansing at the offices of the MPTA or via Zoom or Microsoft Teams video conference, but also occasionally in other Michigan cities.

Specifically, this individual will coordinate public transportation training programs in the state of Michigan, to be held at various locations, throughout the year. There is one national conference, usually in late May or early June, that the coordinator may be required to attend, as well as several Michigan conferences and trainings. The individual selected will function strictly as an independent contractor and shall be compensated at \$25,000/year, paid in equal monthly payments. There are no fringe benefits available with this position. There is opportunity for additional compensation in future years.

The successful candidate should have a working knowledge of Michigan's public transportation systems and must be able to function collaboratively with the MDOT, MPTA and the Michigan Association of Transportation Systems (MASSTrans). The individual also must exhibit strong organizational skills and a working knowledge of meeting planning, including experience working with conference facility planners.

Responsibilities:

Coordinate training sessions, workshops, and seminars both in-person and virtually.

Identify the training needs of transit agencies and compile data to report to training committee.

Collaborate with training committee to identify training needs.

Establish a catalog of trainings/courses using multiple sources as a resource when working with training committee.

Maintain training records and stay within budget.

Evaluate training effectiveness and make necessary adjustments.

Stay updated on industry trends and best practices in training and development.

Qualifications:

Bachelor's degree in a relevant field (e.g., Human Resources, Education, Organizational Development) or equivalent experience.

Proven experience as a training coordinator or similar role.

Strong organizational and communication skills.

Ability to work independently and collaboratively.

Coordination of the individual's duties is through the Michigan Public Transit Association, 1401 East Lansing Drive, Ste. 108, East Lansing, MI 48823. Letters of interest should be received no later than 5

p.m., September 6, 2024 and may be submitted via email to: clark@mptaonline.org. The contract will be effective Oct. 1, 2024.

Additional information can be requested and questions addressed, in writing via email, to Clark Harder, Executive Director, MPTA at Clark@mptaonline.org. No phone inquiries accepted.