

## JOB DESCRIPTION

**Title:** Coordinator, Training and Compliance

**Reports to:** Staff Attorney

**Department:** Legal and Compliance

### I. **Primary Purpose**

The Coordinator of Training and Compliance will identify training needs, implement and map out development plans for new and current staff, interns and volunteers across the organization to meet licensing requirements, and provide for continuous professional development and support programs. The Coordinator will ensure compliance with established internal control procedures for purposes of audits. The ideal candidate will assist with the execution of the organization's multi-state licensing and audit inspections and IAAME. This individual will provide administrative guidance and implement process improvements. This is a full-time, in-person position with an annual salary range of \$50,000-\$55,000 commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. Spence-Chapin is newly licensed in Arizona. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

### II. **Key Performance Indicators**

#### **Training and Staff Development**

- Consult with Directors to assess the learning needs of employees based on current program plans and future strategic goals
- Develop annual training calendar focused on increasing staff knowledge, supporting staff growth and enhancing overall organization development
- Develop and maintain a comprehensive training program for all staff to meet licensing, accreditation and organization requirements
  - Develop and share adoption, foster care, and child welfare training resources that meet client and staff training needs
- Develop and maintain the organization's orientation/training program for new hires
  - Develop and distribute new employee welcome packet including department specific information to ensure successful onboarding

- Maintain detailed records of trainings, compliance and training hours for all staff to ensure that licensing and accreditation requirements are met within established timelines
- Liaise with other departments to drive new training initiatives, and align and communicate goals
- Co-lead staff trainings where appropriate and update materials as needed

## **Legal and Compliance**

- Organize binders, create work flows around past audit preparations and prepare for upcoming audits
- Ensure compliance with established internal control procedures by examining records, reports, operating practices, and documentation
- Verify assets and liabilities by comparing items to documentation
- Complete audit workpapers by documenting audit tests and findings
- Assist in the preparation of Hage re-accreditation
- Manage annual reviews for state licensure in multiple states
- Lead the Colombia re-accreditation process
- Support agency initiatives/expansion efforts that require compliance/licensing support
- Improve and formalize compliance workflows and practices regarding international policies and procedures
- Perform any other department or agency-related duties of special projects as directed by supervisor and/or chief legal and compliance officer, including but not limited to conference attendance, presentations, workshops, and trainings

## **III. Education & Experience**

- Bachelor's Degree in related field required
- Experience creating, presenting and providing trainings to staff and volunteers
- Knowledge of adoption, foster care systems and child welfare strongly preferred
- Knowledge of licensing procedures and regulatory audits strongly preferred

## **IV. Technical Skills**

- MS Office – Proficiency in Excel, Word, and PowerPoint
- Experience with database platforms, particularly Learning Management Systems

## **V. Key Competencies**

- Excellent organizational skills, including the ability to prioritize workload, administer, and resolve problems
- Strong problem-solving skills; excellent interpersonal skills
- Excellent oral and written communication skills
- Strong public speaking and presentation skills
- Ability to work both collaboratively and independently

**To apply:** Please send cover letter with salary requirement and resume to [recruiting@spence-chapin.org](mailto:recruiting@spence-chapin.org)

***This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.***