



POSITION ANNOUNCEMENT

Training Coordinator

ROCIC announces an opening for the position of Training Coordinator. ROCIC offers an excellent benefit package, including medical, vision and dental insurance, a 403(b) retirement program, and life and disability insurance. This is an exempt position.



Annual Salary: \$60,266 - ROCIC Salary Table GS 10,1

QUALIFICATIONS:

Education - Baccalaureate from an accredited college or university.

Experience - Three (3) years experience in a responsible position. High level of computer proficiency. Must have excellent organizational skills and a thorough grasp of writing skills. Strong multi-tasking skills are required with the ability to effectively work independently with minimal direct supervision. Must have excellent public speaking skills. Highly detail-oriented with critical degree of accuracy. Working knowledge of audio-visual equipment preferred.

DUTIES:

Coordinates all aspects of ROCIC training, including the development and dissemination of communications and materials for all ROCIC Information Sharing Conferences, Specialty Seminars, and ROCIC co-sponsored training. Develops seminar agendas.

Serves as ROCIC's facilitator for all training facility negotiations and activities.

Coordinates and maintains the conference website and a calendar of all ROCIC projected training seminars. Assists the Law Enforcement Coordinators in training activities.

Troubleshoots audio and visual equipment issues.

Assists in meeting room and training setups with ability to lift and move objects up to 20 lbs.

Extensive travel as necessary.

Assists in accomplishing the goals and objectives of ROCIC and any other duties or projects assigned by the Criminal Intelligence Unit Manager.

Candidate will be subject to:

- Drug Testing
- Extensive Background Investigation
- Law enforcement sensitive and potentially graphic or offensive material

ROCIC is an organization composed of criminal justice agencies in the southern United States working together to combat multi-jurisdictional criminal activities.

ROCIC is an equal opportunity employer

Interested candidates should submit a letter of intent and resume to humanresources@rocic.riss.net or mail directly to:

**ROCIC
Attn: Cristal Pierceall
545 Marriott Drive, Ste 850
Nashville, TN 37214**