



Training & Technical Assistance Specialist

Rural Community Assistance Partnership

United States

Remote

\$70,000 - \$85,000 a year - Full-time

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Experience & Skills

✓ LMS

✓ Adult education

✓ Instructional design

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Education & Certificates

✓ Bachelor's degree

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Job details

Salary

\$70,000 - \$85,000 a year

Job Type

Full-time

Benefits

Pulled from the full job description

Health insurance

Dental insurance

401(k)

Paid time off

Vision insurance

Full Job Description

Training and Technical Assistance Specialist

Reports to: Director of Training and Technical Services

Location: Remote or in the DC office

Posting Date: April 29, 2022

Application Deadline: May 20, 2022

Anticipated Start Date: July 1, 2022

Organization Description: The Rural Community Assistance Partnership (RCAP) is a national network of nonprofit partners that works to ensure that rural and tribal communities across the United States have access to safe drinking water, wastewater treatment, solid waste disposal, and economic prosperity through direct technical assistance, training, and financial assistance in the smallest communities across the country. RCAP works to build capacity at the local level, while raising the voice of rural and tribal communities through advocacy, storytelling, research, and strategic partnerships. Last year, RCAP served more than 3.4 million rural and tribal residents, with a median household income of just over \$38,000, approximately half of the national average.

RCAP is an Equal Opportunity Employer: We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who come from rural areas; who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color; who are queer, trans, non-binary, or two-spirit; people with disabilities; people who are immigrants; people from poor and working-class backgrounds; and people who are/have been system-impacted are strongly encouraged to apply.

We expect all our employees to share a commitment to equity, diversity and inclusion, and always seek ways to improve how well we live these values. If we can make the application process easier through accommodation in the recruitment process, please let us know. Once you have applied, we welcome your feedback on how you have experienced our values around diversity, equity, and inclusion in the recruitment process.

Position Description: The RCAP Training and Technical Assistance Specialist's primary responsibility is providing training support for federal drinking water and wastewater grant activities related to technical, managerial, and financial capacity building for small utilities. The Training and Technical Assistance Specialist has a key role in training curriculum development and modification related to all above topics for both in person and online (live and self-paced) workshops, working closely with National Office staff, and delivering trainings as needed at both the regional and national levels. The Training and Technical Assistance Specialist will produce high quality training curriculum, and assist National Office staff, regional partners, and other external partners with instructional design and development consistent with industry standards. They may be called upon to serve as a subject matter expert and/or liaison to funding agencies and other professional and non-profit organizations.

Hours: Exempt Full-Time

Salary Range: \$70,000-\$85,000

Specific Duties/Responsibilities:

- Support RCAP's Training and Technical Assistance Efforts
- Support the development and delivery of technical assistance and training/educational materials to ensure high quality, interactive, and technically accurate training resources are available to the

Network.

- Provide training and technical expertise to RCAP national and regional staff as needed,
- Develop and/or review training curriculum for both in- person and online (synchronous or asynchronous) training delivery for internal and external audiences, including eLearning and videos.
- Develop and advise on training policies and other training/technical tools.
- Work collaboratively with content experts as needed.
- Work with external partners and contractors on curriculum development and delivery.
- Review and comment on training materials developed by RCAP partners and other related organizations as needed.
- Assist in the planning and execution of internal capacity building activities and collaboration including the RCAP National Conference, Train the Trainer events, the Training Workgroup and Wastewater Working Group, and other events.
- Coordinate, schedule, and help facilitate RCAP webinars and instructor-led online trainings.
- National Office and Regional Activities
- Act as the wastewater and/or water expert on matters relating to the delivery of technical assistance and training/educational materials to RCAP client communities.
- Provide water and/or wastewater technical and training expertise to RCAP national and regional staff as needed, including reviews of materials and regulations developed by federal and state agencies, RCAP, and other related organizations.
- Research funding opportunities; generate or contribute to funding proposals.
- Coordinate with funding agencies. Provide project management when needed.
- RCAP Outreach and Partnerships
- Submit abstracts and make presentations at national and regional conferences.
- Maintain and further develop collaborative relationships with other water/wastewater industry groups, rural community development organizations, and other entities that complement the work of RCAP, such as the American Water Works Association, the Water Environment Federation, and the Association of State Drinking Water Administrators.

IV Other duties as assigned by the Director of Training and Technical Services

Required Qualifications

- Strong educational and practical experience with water and wastewater systems.
- Experience developing and delivering adult education with an emphasis in hands-on, interactive training techniques; related certifications a plus. Instructional design experience for both in person and online training
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team
- Familiarity with presentation software, word processing, spreadsheets, and database applications.

Desired Qualifications

- Experience working with and a passion for assisting rural communities
- Bachelor's degree or higher in engineering, environmental science, chemistry, or related fields.
- Experience with online training platforms (GoTo Training, Zoom, WebEx Training, etc.), webinar/meeting software (GoTo Webinar, Zoom, Teams, ...), eLearning programs (Articulate, Captivate, etc.) and learning management systems.
- Technical assistance experience
- Experience developing and providing training to water and/or wastewater operators

- Project management skills including the ability to prioritize and multi-task simultaneous deadlines and goals
- Graphic design and/or video development experience.

How to Apply: To apply please submit a letter of interest and resume/CV. The application process will close on May 20.

The Selection Process: In an effort to be as transparent as possible in our selection process as well as to help expedite bringing new staff on board, below is a timeline of key events:

- Review of Resumes: Applications will be reviewed as they come in. All initial reviews will be completed May 24
- First Round Interviews (via phone): May 25- June 3
- Second Round Interviews (via Zoom): June 6-10
- Extend offer: Week of June 13

While we will proactively communicate these dates and any changes to you throughout the process, please consider placing tentative holds on your calendars for the initial screening and face-to-face interviews.

COVID-19 Response: RCAP recognizes these are unprecedented times and wants to remove any barriers that would prevent anyone disproportionately affected by the pandemic from applying. RCAP receives a significant amount of funding from federal sources and must comply with federal guidelines related to vaccine requirements, masks, and other local and federal public health guidelines.

Job Type: Full-time

Pay: \$70,000.00 - \$85,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Work Location: Multiple Locations

Hiring Insights

Hiring **1** candidate for this role

Job activity

Employer reviewed job **4** days ago

Posted 4 days ago

4 days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

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