



JOB DESCRIPTION

Professional Animal Auditor Certification Organization (PAACO)

Training Coordinator-An exciting new role in the field of Animal Welfare

The Training Coordinator will work closely with the Executive Director (ED) to plan and execute the various PAACO animal welfare auditor training sessions that are conducted each year. Additionally, the Training Coordinator will help to create and enhance all training materials, as well as the web content and industry outreach materials. A few examples include:

- Coordinate PAACO training sessions by creating the graphic and web notifications
- Assist the ED with the registration and logistics of the trainings
- Curriculum development
 - Identify and coordinate the development of online training: slide, video, audio
 - Seek new information that will benefit certified auditors
- Become well-versed in ISO requirements and assist with certification programs
- Identify industry training needs by interacting with company personnel, trade associations and scientists
- Identify and assist with grant writing to support the creation of additional training
- Assist with the development of international training programs

Education: Minimum BS in Ag Communications, Ag Leadership, or Ag Education

Experience:

- Production livestock experience/background
- Significant speaking and communication experience (competitions, judging teams, FFA, etc.)
- Advanced computer skills with PowerPoint, Adobe, layout and design programs
- Internship experience or past employment is required

Key Attributes:

- A passion for animal agriculture
- Maturity, confidence, and strong work ethic
- Communication skills and poise in public speaking
- Enjoys interacting with people
- Interested in continually learning new things
- Organized and proactive approach to work
- Self-starter who is self-motivated

Flexible location based in the Midwest. Proximity to Kansas City a plus.
Approximately 30% travel time

Contact:
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