



*providing help, creating hope, serving all*

Administrative Offices 1819 Gull Road  
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## EMPLOYMENT NOTICE

January 8, 2015

Please Post

**POSITION TITLE:** Training Coordinator

**POSITION DESCRIPTION:** Develop, integrate, coordinate and monitor staff and volunteer orientation and training to support a learning environment that complies with accreditation, contract, licensing and other regulations. Promote the mission of Catholic Charities Diocese of Kalamazoo and positive working relationships among staff.

**MINIMUM REQUIREMENT:**

- Bachelor or Master Degree in related field with experience.

**HOURS:** Up to 19 hours per week between 8:30 am and 5:00 pm, occasional evening/weekend

**SALARY:** \$21.10/hour

**TO APPLY:** Send cover letter and resume to:

Vicki Matunas, Administrative Assistant  
Catholic Charities Diocese of Kalamazoo  
1819 Gull Road  
Kalamazoo, MI 49048

or email

[vickimatunas@ccdok.org](mailto:vickimatunas@ccdok.org)

member



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