

**Title:** Training Manager  
**Location:** Columbus, Ohio (Hybrid)  
**Salary Range:** \$50,000 – \$60,000

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## **About OACAA**

The Ohio Association of Community Action Agencies (OACAA) supports a statewide network of Community Action Agencies working to reduce poverty and strengthen communities across Ohio. OACAA provides training, technical assistance, advocacy, and strategic support to help agencies deliver high-quality services and achieve meaningful outcomes.

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## **Position Summary**

OACAA is seeking a Training Manager to lead the development, coordination, and delivery of training and technical assistance across our statewide network. This role is responsible for strengthening organizational capacity among member agencies by designing and facilitating trainings, managing a network of subject-matter experts, and working collaboratively with staff to align training with programmatic and funding priorities.

This role is ideal for someone who enjoys facilitating, connecting people and ideas, and helping organizations strengthen their capacity to serve their communities.

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## **What You'll Do**

- Lead planning and delivery of training and technical assistance for OACAA member agencies
- Facilitate trainings and workshops for diverse audiences across the state
- Manage and expand OACAA's Internal Consultant (IC) program, including recruitment and coordination of subject-matter experts
- Work cross-functionally with staff to align training with grant requirements, compliance expectations, and strategic priorities
- Support capacity-building efforts across the network, including identifying emerging needs and developing responsive training opportunities
- Collaborate with Development to explore opportunities to extend training to external audiences

A full position description is attached and provides additional detail on responsibilities and qualifications.

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## **Qualifications**

- Experience in training, facilitation, or program delivery
- Strong communication and organizational skills
- Ability to work collaboratively across teams and with external partners
- Comfort working in a dynamic, statewide environment

Experience in Community Action, nonprofit organizations, or grant-funded programs is preferred.

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## **Work Environment & Travel**

This position is based in Columbus, Ohio, with a flexible hybrid work environment that typically includes a mix of in-office and remote work throughout the week.

Moderate travel (approximately 30%) within Ohio is expected, along with occasional travel to national conferences.

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## **Compensation & Timeline**

- Salary range: \$50,000 – \$60,000, commensurate with experience
  - Posting closes: End of April
  - Interviews anticipated: May
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## **How to Apply**

Please submit your resume and a brief cover letter outlining your interest and relevant experience via email to [jobs@oacaa.org](mailto:jobs@oacaa.org).