



Empowering Community Health Workers to advance a healthier Tennessee

Tennessee Community Health Worker Association (TNCHWA) is hiring for a full-time or part-time Training Coordinator position.

Training Coordinator Position Summary

The Tennessee Community Health Worker Association (TNCHWA) is seeking an experienced Community Health Worker (CHW) to serve as Training Coordinator. Reporting to the Program Manager, this position is responsible for coordinating and delivering TNCHWA's competency-based CHW Training Program, supporting trainees throughout the program, and collaborating with field placement sites to ensure trainee success.

This position requires prior experience working as a Community Health Worker. The successful candidate will bring real-world CHW experience to the classroom while modeling the core roles, values, and competencies of the profession.

Key Responsibilities

- Deliver CHW curriculum using adult learning principles in virtual and in-person settings.
- Assist the Program Manager with curriculum development, course calendars, and training materials.
- Monitor trainee progress through regular meetings and provide coaching and support.
- Coordinate training schedules and Community Health Worker field placements.
- Conduct field placement site visits and maintain communication with site supervisors.
- Assist with trainee recruitment, engagement, and retention.
- Maintain training records, program data, and assist with grant reporting and quality improvement efforts.
- Other duties as assigned.

Qualifications

- Bachelor's degree or equivalent experience.
- Minimum of three years of direct experience working as a Community Health Worker or equivalent experience in a comparable community-based role with substantially similar duties and responsibilities; five years preferred.
- Strong understanding of Community Health Worker roles, ethics, and C3 Core Competencies.
- Experience facilitating training, workshops, or adult education preferred.

- Excellent communication, relationship-building, and organizational skills.
- Proficiency with Microsoft Office, Google Workspace, and virtual learning platforms.
- Experience with online data management systems.
- Ability to travel throughout Tennessee and facilitate in-person training sessions.

Location: Remote (Candidates must reside in Tennessee or a surrounding state.)

Salary: \$45,000–\$50,000 annually (full-time equivalent) Compensation for part-time position will be prorated based on FTE and hours worked.

Benefits - Full-Time

- 100% employer-paid employee health insurance
- Twelve paid holidays annually
- Paid Time Off (18 days annually to start, increasing with tenure)

Benefits - Part-Time

- Holidays and Paid Time Off are prorated based on scheduled hours

APPLICATION SUBMISSION INSTRUCTIONS

Submit a resume and a cover letter to Brea.Burke@tnchwa.org

- Please use the subject line: **Training Coordinator Application**
- Cover letter should address your qualifications and interest in the position; Applications must include a cover letter to be considered.

About TNCHWA

The Tennessee Community Health Worker Association (TNCHWA) was founded in 2021 to empower and support Community Health Workers across Tennessee through education, workforce development, advocacy, and leadership.

Community Health Worker (CHW) is an umbrella term that includes Community Health Representatives, Promotora, Patient Navigator, Community Health Outreach Worker, Health Educator, Peer Support Specialists, and other frontline public health professionals who share lived experience, trust, compassion, and cultural alignment with the communities they serve.

Equal Opportunity Employer

TNCHWA is an Equal Opportunity Employer committed to providing equal employment opportunities regardless of race, color, religion, sex, age, national origin, disability, veteran status, genetic information, sexual orientation, gender identity, or Limited English Proficiency (LEP). Reasonable accommodations are available in accordance with the Americans with Disabilities Act (ADA).