



Job Announcement

Updated 7.15.24

Training Supervisor

(2 positions available)

Grace Beyond Borders NWI, Inc. is a 501(c)(3) non-profit Christian ministry that meets the physical and spiritual needs of those impacted by homelessness and addiction. We are seeking a qualified candidate to join our team as a Training Supervisor. This individual will guide the collaborative process of job seeker assessment, training, and performance evaluation while managing the working relationship between VANTAGE Workforce Solutions and Grace Beyond Borders NWI, Inc.

Hourly Rate: \$20 - \$25 (Contract Position)

Essential Functions

- Conduct applicant screening and job seeker interviews in conjunction with the Executive Director of GBB.
- Ensure background checks and drug screenings are performed for all job seekers in accordance with GBB policies and procedures.
- Provide orientation, instruction and training concerning GBB, its activities, employees' day to day responsibilities, and continuous opportunities for skill development.
- Maintain GBB employee time and attendance records, ensuring they have been reviewed for completeness and accuracy. Provide VANTAGE Workforce Solutions with time and attendance records, activity reports, and evaluations that have been reviewed for accuracy.

Other Duties

- Demonstrate Grace Beyond Borders' values of organizational integrity, organizational unity, and organizational effectiveness in all interactions with program participants and the community at large.
- Attend quarterly All Staff meetings.
- Perform other position-related duties as assigned.

Education, Training & Experience

- Valid Driver's License
- Currently pursuing or possessing a bachelor's degree Business Administration or related field.
- Two years of experience in a similar position preferred.

Schedule

- Part-time – Tuesday, Wednesday, & Thursday, up to 20 hours per week with flexible hour

READY TO APPLY?

Send your resume to gianaw@gracebeyondborders.org today!