TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE
STEPHEN D. CRUMP • EXECUTIVE DIRECTOR

Career Employment Information

The District Attorney's General Conference Office is an equal opportunity employer accepting applicants from all experience levels. All applicants must provide a resume, cover letter, and signed application to be considered. Please contact the appropriate member of our Staff for all inquiries. All applications will be forwarded to the hiring committee.

It is the policy of the District Attorney's General Conference to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, and discipline on the basis of race, ethnicity, color, gender, sexual orientation, age, religion, national origin, marital status, family status, height, weight, disability, veteran status, genetic status, or any other legally protected status in accordance with all federal, state and local laws and regulations. The District Attorney's General Conference Office will take affirmative action to ensure the fulfillment of this policy.

All staff with the District Attorney's General Conference provides key roles throughout the office to assist in the functioning of the 32 District Attorney Generals Offices.

TO APPLY:

For All Positions:

- Submit **One PDF File** to applicant@tndagc.org
- Comprised of the Following:
  - Signed Application (Designate Position Applying For)
  - Résumé
  - Cover Letter

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Training Coordinator – TNDAGC
Nashville, TN – Full Time

The Tennessee District Attorneys General Conference is excited to announce any opening for Training Coordinator in our Nashville office. This position will support the training team in providing statewide learning opportunities for prosecutors, investigators, victim witness personnel, and support staff across the 32 judicial districts.

Position Summary

The Training Coordinator supports the Training Director in the planning, development, coordination, and delivery of professional training programs. This position is responsible for providing administrative and logistical support for training initiatives, coordinating instructors and participants, managing training schedules and materials, and assisting with the development of innovative and technology-driven learning opportunities. The Training Coordinator plays a key role in ensuring the successful execution of both in-person and virtual training events while supporting the overall organizational development of training programs.

Essential Duties and Responsibilities

Training Program Coordination

- Assist the Training Director and Assistant Training Director in planning, prioritizing, and developing new training programs and educational initiatives.
- Coordinate all logistical aspects of training events, including scheduling, registration, venue arrangements, and participant communications.
- Work with instructors and subject matter experts to confirm training content, schedules, and presentation requirements.
- Obtain, organize, and distribute instructional materials and training resources to attendees and instructors.
- Serve as a liaison to other state agencies and retired employees concerning training programs
- Reconciliation of invoices following events
- Maintain training calendars and communicate program schedules, updates, and event details to stakeholders.
- Assist staff and stakeholders as needed

Technology and Online Learning

- Assess classroom training needs and identify opportunities to enhance training through technology.
- Support the development and implementation of technology-driven and online training programs.
- Utilize learning technologies and virtual platforms to improve training accessibility and effectiveness.
- Assist with the creation and management of remote and hybrid learning opportunities.

Event and Webinar Management

- Coordinate and oversee live presentations, webinars, and virtual training events.
- Manage audio/visual requirements, presentation setup, lighting, and virtual meeting platforms.
- Provide technical support to instructors and participants before and during training events.
- Ensure professional presentation standards, including PowerPoint quality and virtual presentation etiquette.

Training Evaluation and Compliance

- Monitor and track training attendance, participation, certifications, and continuing education requirements.
- Collect, analyze, and maintain training records, evaluations, and survey data.
- Assess training effectiveness through participant feedback and performance metrics.
- Prepare reports and recommendations to support continuous improvement of training programs.

Program Development and Speaker Recruitment

- Assist the Training Director and Assistant Training Director in identifying and recruiting qualified instructors, presenters, and subject matter experts.
- Research emerging training trends, instructional methods, and technologies to enhance program offerings.
- Contribute to the development of innovative learning solutions that support organizational goals.
- Assist with overall event planning and special projects related to training and professional development.

Knowledge, Skills, and Abilities

- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- Ability to coordinate multiple projects and meet deadlines in a fast-paced environment.
- Proficiency with Microsoft Office applications and virtual meeting platforms.
- Knowledge of webinar technology, audio/visual equipment, and online learning systems.
- Ability to analyze training data and evaluate program effectiveness.
- Strong attention to detail and customer service skills.
- Ability to work independently while collaborating effectively with staff, instructors, and stakeholders.

Minimum Qualifications

- Associate’s degree in Business Administration, Training and Development, Communications, or a related field; bachelor's degree preferred.
- Experience in training coordination, event planning, administrative support, or a related field preferred.
- Ability to represent the Conference to a variety of stakeholders in a positive and service oriented manner.
- Experience with virtual training platforms, webinar software, and learning management systems is preferred.
- Equivalent combination of education, training, and experience may be considered.

Working Conditions

- Work is performed in both office and training environments.
- Occasional travel is required to support training events and conferences.

Reporting Relationship

This position reports directly to the Training Director and works collaboratively with staff, instructors, vendors, and stakeholders to ensure the successful delivery of training programs and professional development initiatives.

Compensation

- **Salary Range is $66,000 - $84,000 annually**, dependent upon qualifications and experience.

To Apply: All applicants must submit a current resume, fully completed application and signed release form to allow a background check. These documents must be submitted by email to: **applicant@tndagc.org**

TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE
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DISTRICT ATTORNEYS GENERAL CONFERENCE
STAFF APPLICATION

Note: Please complete the following information. Please do not omit any information. Specify the position for which you are applying. Address and telephone number should be those where the applicant can be contacted. All information is subject to verification.

DATE: _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

CURRENT ADDRESS: _____

_____

CURRENT PHONE NUMBER: _____

POSITION APPLYING FOR: _____

PERSONAL DATA:

Date of Birth: _____
(MONTH) (DAY) (YEAR)

Driver's License: _____
(NUMBER) (TYPE) (STATE)

Social Security Number: _____

EDUCATION:

High School Attended: _____ Date graduated: _____

Colleges and universities attended:

SCHOOL	LOCATION	FROM/TO	DEGREE	MAJOR

SPECIAL QUALIFICATIONS

Specialized coursework/training: If needed, attach separate sheet of paper:

TYPE	LOCATION	DATE	CERTIFICATE OF SERVICE

US CITIZEN: ☐ Yes ☐ No

MILITARY SERVICE: ☐ Yes ☐ No

CURRENT ORGANIZATION MEMBERSHIPS:

NAME OF ASSOCIATION DESCRIPTION

_____

_____

_____

_____

_____

EMPLOYMENT EXPERIENCE: (Give most recent first. Updated and accurate information should be provided so contact can be made with minimal effort.) Attach additional sheets if necessary.

1. Business Name: _____

   Address: _____

   Phone #: _____ Dates of Employment: _____

   Position: _____ Supervisor: _____

   Duties: _____

   _____

2. Business Name: _____

   Address: _____

   Phone #: _____ Dates of Employment: _____

   Position: _____ Supervisor: _____

   Duties: _____

   _____

3. Business Name: _____

   Address: _____

   Phone #: _____ Dates of Employment: _____

   Position: _____ Supervisor: _____

   Duties: _____

   _____

REFERENCES:

Give three references who are responsible adults who have known you for at least five years.

NAME	ADDRESS	PHONE	RELATIONSHIP

What special qualifications do you possess for this position?

Reason(s) for seeking employment with this organization:

Outside interests/hobbies:

CERTIFICATION:

☐ I hereby certify that I (have not) been convicted of, or pled guilty to, to any felony and/or misdemeanor charge(s) in violation of any Federal or State law(s) or city ordinance(s).

☐ I further certify that I (have not) been dismissed from any previous employment for improper or unprofessional conduct, inefficient service, neglect of duty, incompetence, or insubordination.

I hereby certify that all information provided by me on this application is ACCURATE AND COMPLETE to the best of my knowledge. I understand that any false or incomplete information furnished by me or failure to disclose requested information, may result in the rejection of this application, may make me no longer eligible for consideration for employment or may result in my dismissal after my employment. I authorize the this office to investigate any statement contained in this employment application and release former employers and reference contacts from any and all liability on account of furnishing such information to this office. I further understand that, if considered for this position, this office will conduct criminal and/or driving record checks. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between this office and myself.

Signed this _____ day of _____, _____

_____
Applicant's Signature

CRIMINAL HISTORY CHECK RELEASE
Tennessee District Attorneys General Conference

EMPLOYEE NAME: _____

SECURITY SOCIAL NUMBER: _____

DATE OF BIRTH: _____

The office of the District Attorney checks references , runs criminal histories and driving histories on all new employees, interns and volunteers. Your signature below authorizes us to perform these security checks.

I, _____, GIVE MY PERMISSION TO THE OFFICE OF THE DISTRICT ATTORNEY TO CHECK PERSONAL REFERNCES AND TO CHECK NCIC FOR A CRIMINAL HISTORY.

_____
SIGNATURE

_____
DATE

Background Investigation: The following transactions were run on employee:

- ☐ **National Criminal Information Database**
- ☐ **TBI Criminal History**
- ☐ **National & State Sex Offender Registry**
- ☐ **Orders of Protection**
- ☐ **Wanted Personal**

No criminal history record was found on this candidate.

_____
SIGNATURE OF PREPARER

_____
DATE