

Training & Education Specialist

Key Information

Reports To:	Training & Education Program Manager
Location:	Kent, WA
Supervises:	None
Hiring Range:	**$26 - $30 | Hourly**
Pay Range:	$26 - $33 | Hourly
Job Classification:	FT, Non-Exempt

About Vine Maple Place (VMP)

VMP, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 14 years, our signature Stable Families program has grown, serving from 68 parents and children to nearly 5,800 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 95% are stably housed upon exiting the program, with 92% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

Job Summary

The Training & Education Specialist (TES) plays a critical, client-facing role in implementing Career and Workforce Development and Financial Empowerment programs. This position supports parents navigating homelessness or housing instability, helping them build the skills and confidence needed for livable-wage employment and long-term financial independence. The TES engages directly with clients, facilitates workshops, maintains data, and supports volunteer-led learning labs using trauma-informed and culturally responsive practices. This position requires proactive outreach, strong communication skills, and the ability to build trust and motivation in clients working toward self-sufficiency.

Responsibilities

- Serve as the primary point of contact for clients enrolled in the Training & Education program, providing consistent encouragement and accountability.
- Conduct individualized sessions to help clients develop and implement personalized career and financial action plans.
- Facilitate group workshops and interactive labs on job readiness, career pathways, budgeting, and financial literacy.
- Operate a robust resource lab, assisting clients with job searches, applications, resume development, interview prep, and financial tools.
- Build supportive relationships using trauma-informed care, motivational interviewing, and culturally competent practices.
- Recruit, train, and support volunteers to co-lead workshops and labs in alignment with trauma-informed and social-emotional learning principles.

- Maintain a weekly attendance calendar and follow up with clients to promote consistent engagement.
- Accurately track client data and outcomes in an online database; generate reports to assess program effectiveness.
- Participate actively in team meetings and staff trainings on trauma-informed care, motivational interviewing, and best practices.
- Collaborate with Intake, Housing, Behavioral Health, and Child & Youth Services teams to support integrated client success planning.

Qualifications

Minimum Qualifications

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Work effectively with a diverse team; demonstrating cultural awareness and sensitivity to the needs of clients, staff and volunteers from varied cultural and economic backgrounds.
- Bachelor's degree in Social Services, Adult Education, or related field — OR 5+ years of equivalent experience.
- Fluency in reading, writing, and speaking English.
- Intermediate proficiency in Microsoft Office (Word, Excel, Outlook) and general computer skills.
- Ability to organize multiple priorities independently and meet deadlines.
- Willingness to work some evenings and occasional weekends.
- Sensitivity to the needs of clients facing complex barriers, including domestic violence, low income, language access, or substance use in the household.

Preferred Qualifications

- 2–3 years of experience in career coaching, client engagement, financial education, or case management.
- Training or experience in motivational interviewing.

Required Credentials

- Must pass and maintain an acceptable background check.

Why You'll Love Working Here:

- Competitive compensation
- Generous paid time off, including vacation and sick leave
- Medical, dental, and vision insurance for eligible full-time employees
- 401(k), with match
- Meaningful mission
- Collaborative culture

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

Send all Inquiries, Resumes and Cover Letters to: info@vinemapleplace.org