



Training Coordinator

Enjoy what you do while contributing to a Library that makes a difference in people's lives. The Palatine Library District is seeking a full-time **Training Coordinator** will play a critical role in advancing the library's mission by developing, coordinating, and supporting training, employee engagement, recruitment, and staff development initiatives. The Training Coordinator ensures staff are equipped with the knowledge and skills needed to deliver exceptional service and programs to our community.

How You'll Contribute:

- Coordinate and support staff training, onboarding for new hires, and annual development events
- Research, design, and deliver professional learning programs to meet organizational goals
- Maintain records and compile statistics related to staff training and development
- Assist with tuition reimbursement and training budgets
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description.

You'll Be Successful Because You:

- Have a bachelor's degree in human resources, education, or a related field required
- Have a minimum 1 year of experience in a comparable business, organization, or library
- At least 3 years of experience in training, employee engagement, HR, or organizational development
- Strong organizational and communication skills
- Experience with applicant tracking systems and training platforms
- Collaborative mindset and commitment to equity and inclusion in training delivery

What We Offer:

- Salary Range: \$56,764-\$63,071 annually, depending on qualifications
- Full Time: 37.5 hours per week
- Eligible for remote work, subject to manager approval.
- Benefits include 4 weeks of vacation per year; 12 days of sick time per year; 5 personal days per year; 7½ paid holidays per year; participation in Illinois Municipal Retirement Fund; and medical, life, vision, and dental insurance programs
- Additional compensation for non-English language skills

How To Get Started:

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application, cover letter, resume, and 3 references to the Human Resources Department at employment@palatinelibrary.org.

About Us:

Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.