
JOB OPENING

Job Title: TRAINER
Department: Operations
Reports To: Vice President, Reentry Programs
Classification: Non-Exempt
Location: Connecticut

SUMMARY

Provides workforce development services, and conducts workshops, and training by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Participates with partnering agencies, project team members, and subject matter experts related to mental health and financial coaching of participants.
2. Develops and maintains course content utilizing P2E methodology for the intended audience.
3. Integrates best practices, communication, and change management strategies into educational initiatives.
4. Creates and conducts performance-based measurement assessments, utilizing Microsoft Office suite and other applicable learning management tools, for objective evaluation of instructional programs.
5. Remains current on learning and development and instructional design topics; including emerging technologies, techniques and methodologies to develop new knowledge and share information with colleagues to ensure ongoing improvement of educational programs geared toward increasing employability for returning citizens.
6. Deliverables include: Instructional related documents, curriculum outlines, course content, procedural manuals, handouts, job aides, quick reference guides, presentations, websites, audio/videos, graphics/images, simulations, interactive e-learning courses, exercises, skills packages, and mobile learning applications.

SUPERVISORY RESPONSIBILITIES

Responsible for own work and not normally required to direct or supervise other personnel, but may occasionally instructor show another employee how to perform the work.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS

The ability to understand more advanced computer skills and be proficient in the advanced knowledge of software such as Microsoft Word, Excel, PowerPoint, Access.

OTHER SKILLS

N/A

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

To apply:

Submit Cover Letter and Resume to:

Lauren Kelman, Program Assistant, National Initiatives

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