



JOB DESCRIPTION

TITLE:	Training Coordinator	DATE:	2/2017
REPORTS TO:	VP Administration	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Corporate Administration	MGT/SPVR:	No

SUMMARY

The Training Coordinator is responsible for ensuring the smooth and effective functioning of the training program. Responsibilities include managing, designing, developing and coordinating training for the organization.

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

Along with subject matter experts and department managers, the Training Coordinator:

- Maps out training plans and designs and develops training programs (outsourced or in-house) for core positions within Pivot.
- Chooses appropriate training methods (simulations, mentoring, on the job training, professional development classes, etc).
- Conducts needs assessments and identifies skills or knowledge gaps that need to be addressed.
- Uses accepted education principles and tracks new training methods and techniques.
- Designs and prepares educational aids and materials.
- Assesses instructional effectiveness by determining the impact of training on employee skills and how it affects KPIs.
- Maintains updated curriculum database and training records.
- Identifies and schedules train-the-trainer training for internal subject matter experts
- Coordinates and schedules all training.
- Other duties as required

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

Bachelor's degree in Education, Training, HR, or related field plus at least 2 years of related experience; or equivalent combination of education and experience. Proven work experience as a trainer, extensive knowledge of instructional design theory and implementation, and adequate knowledge of learning management systems and web delivery tools. Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate). Familiarity with traditional and modern job training methods and techniques. MS Office proficiency. Advanced organizational skills with the ability to handle multiple assignments.

Strong communication skills. Familiarity with standard concepts, practices, and procedures within field. Relies on limited experience and judgment to plan and accomplish goals.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information, verbally and in English, in one-on-one and small group situations to customers, clients, vendors, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands and fingers to operate a computer keyboard, mouse, and telephone keypad. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.