JOB DESCRIPTION

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| **TITLE:** | Learning & Development Coord.  | **DATE:** | 10/2019 |
| **REPORTS TO:** | VP Administration | **FLSA STATUS:** | Non-Exempt |
| **DEPARTMENT:** | Corporate Administration | **MGT/SPVR:** | No |

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**SUMMARY**

The Learning & Development Coordinator supports the Talent Development and HR Team by organizing, tracking, developing, implementing, and evaluating learning across the organization. This role is responsible for coordinating and scheduling new and current employees for orientation, continuous learning, and external training events. The L&D Coordinator will perform a variety of duties to support and enhance the organization’s talent development programs, HR administration, and the employee experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists the Talent & OD Manager and/or VP of Administration as required, including but not limited to:

* Create and maintain accurate database of training curriculum and participation
* Assist with reporting and analysis of training participation, implementation, and evaluation
* Coordinates on-site, external, and virtual learning to ensure attendance from various departments
* Prepare new-hire packets and schedules
* Facilitate new-employee orientations
* Registers participants for various training sessions
* Arrange logistics for training sessions, including room reservations, setup, ordering of food, name tags, sign-in sheets, and other necessary tasks to ensure successful learning events
* Orders, maintains, and prepare training material inventory and supply
* Prioritizes and manages multiple tasks, special projects, and training initiatives
* Assist with design and development of training curriculum for core positions within Pivot
* Build effective relationships with various teams to support employee development
* Collaborate with various internal and external teams to organize and implement learning initiatives
* Ideate and identify recommendations to improve programs
* Create and track communications related to learning and change management initiatives
* Appropriately applies knowledge of adult learning theory, evaluation methods, and instructional design
* Reconcile invoices and payments from training vendors
* May be responsible for confidential and time sensitive material
* Performs other duties as assigned, including but not limited to, special projects assigned by the Talent & OD Manager and/or VP of Administration

**SUPERVISORY RESPONSIBILITIES**

This position 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**

Required: 2+ years in training and/or event coordination, or a role with similar duties and responsibilities

Preferred:

* Bachelor's degree (B.A.) and/or equivalent experience and certification
* Working knowledge of adult learning theory, Kirkpatrick’s Levels of Evaluation, and instructional design
* Experience facilitating and designing training

**COMPETENCIES**

* Consistently manages multiple projects and requests at once
* Excels at organizing, prioritizing, and time-management
* Maintains a professional demeanor, while exhibiting global and cultural awareness
* Continuously strives to learn and improve
* Illustrates effective problem-solving and analytical skills
* Quickly identifies potential issues and provide solutions
* Exhibits strong customer service and interpersonal communication
* Employ constant attention to detail when creating and evaluating projects
* Comfortable when dealing with various individuals at all levels of the organization
* Effectively utilizes appropriate MS Office applications
* Demonstrates expertise in the use of technology and ability to learn new software
* Exemplify Pivot’s values of respect and integrity

**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 use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, 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.