**Job Report To:** HR Director

**JOB SUMMARY:**

Design, develop, plan, schedule training programs (outsourced or in house) and choose appropriate training methods. Coordinate professional development plans, career pathing plans, employee evaluation program and new hire orientation.

**KEY RESPONSIBLITITES:**

·         Manage, design, develop, coordinate, and conduct training programs.

·         Conduct organization-wide training needs assessments and identify skills or knowledge gaps that need to be addressed.

·         Coordinate training for managers on core functional areas of management.

·         Monitor and manage the succession management process to build future leaders.

·         Partner with internal stakeholders and subject matter experts regarding instructional selection and design.

·         Maintain updated database of training records.

·         Coordinate employee onboarding, development, needs assessment, and training materials including scheduling.

·         Coordinate and document organizational performance evaluation process.

·         Coordinate and document organizational professional development process.

·         Coordinate and document organizational career pathing process.

·         Coordinate and document the new hire orientation process.

·         Participate in Pre-service planning and coordinate training sessions.

·         Represents the HR Director and Generalist at meetings and other forums as needed.

·         Assist HR Director and Generalist with special projects.

·         Other duties assigned by the Human Resources Director

**REQUIREMENTS:**

·         5 years’ experience in Training/Development/Human Resources or related field.

·         Familiarity employee training and professional development.

·         Strong commitment to employee development and retention.

·         Excellent written and verbal communication skills.

·         Flexible, reliable and adaptable.

·         High energy for an ambitious, fast-paced environment.

·         Familiarity with social media and distance learning techniques.

**PREFERRED QUALIFICATIONS:**

·         Bachelor’s degree and/or PHR or SPHR Certification.

·         Bilingual English/Spanish a plus.

·         Prior training and development experience

**PHYSICAL REQUIRMENTS**

·         Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

·         Regularly lift and/move up to ten (10) pounds frequently and lift or move up to twenty-five (25) pounds on occasion. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

·         The physical demands described here are representative of those that must be met to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

·         NOTE: The statements above are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**Equipment Used:**   
Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

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