

## **Training Development (Contract, 4-6 months) Position Description**

### **Overview**

CareerWise Colorado is a nationally-recognized startup nonprofit organization that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help businesses fill high-demand positions through apprenticeships that create real value and positive return for businesses. This innovative approach has captured the attention of business, government and education leaders across the state and country.

As CareerWise Colorado continues to expand and refine our apprenticeship program, we recognize the importance of designing and delivering meaningful training to our business partners that supports our joint goal of developing young talent. Reporting to the Director of Operations & Product, the Training Development Contractor will work with our business partners and industry subject matter experts to assess learning needs and develop appropriate training. Furthermore, s/he will help to outline key business (apprentice) supervisor competencies and align coursework to achieve these competencies. Knowledge of adult learning principles is essential for success in this role. The ideal candidate should be passionate about helping people learn and grow, and should possess experience with training development and implementation.

### **Responsibilities:**

- Develop curriculum/courses based on business (apprentice) supervisor needs.
- Conduct research and collaborate with current business partners, as well as various industry subject matter experts, to assess learning needs and design solutions, including coaching tips, as well as virtual and in-person adult training sessions.
- Outline business supervisor competencies. Clearly define competencies and create a guide for attainment of each.
- Align courses with competency sets.
- Use instructional design principles to develop course content, including clear objectives and activities aimed at keeping participants/learners engaged.
- Create pre/post-training evaluations that measure learning outcomes. Conduct these trainings, as needed.
- Use appropriate software to develop training/education.
- Partake in collaborative design and solutioning meetings between internal teams as needed.

### **Key competencies needed for success:**

- Ability to build valuable working relationships with various industry subject matter experts as well as current business partners.
- Experience developing learning courses for adults. Is comfortable with technology in the classroom and teaching classes of varying sizes and audiences.
- Knowledge of and practical application of Adult Learning Theory and instructional design principles.
- Proven ability to design training and measure successful learning outcomes.
- Possesses excellent presentation/facilitation skills.
- Experience using e-Learning software such as Captivate and knowledge of Adobe Photoshop, Flash, HTML principles.
- Adept at PowerPoint, Excel and Word.
- Ability to facilitate focus groups, usability sessions, and subject matter expert interviews. Is able to identify and document key themes emerging from these activities and report back to team.
- Highly organized and possesses proven project management skills.
- Clear written and verbal communication skills are a must.
- Familiar and comfortable with self-directed work.
- Quick learner and self-motivated.
- Possesses a true interest in the work that we do at CareerWise Colorado.

### **Sound interesting?**

Send resume, cover letter, salary requirements, and LinkedIn profile to [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org)

CareerWise Colorado is an Equal Opportunity Employer.