

Field Training Specialist (Contractor) Job Description

Who are we?

[CareerWise Colorado](#) is a nationally recognized initiative that is reshaping Colorado's workforce through innovative, business-led youth apprenticeships. Our apprenticeships enable Colorado businesses to fill high-demand positions, develop their future workforce, and achieve a positive return on their training investment. At the same time, these apprenticeships open doors for high school students to attractive, well-paying careers and post-secondary education. Our growing youth apprenticeship system has captured the attention of business, education, and government leaders across the state and country.

The Role

The Training Specialist reports to the Chief Program Officer and is responsible for developing and delivering an interactive virtual classroom-based training program for CareerWise Colorado apprentice supervisors and mentors. This position is responsible for ensuring each training session is scoped, designed, built, and delivered to meet and exceed partner expectations.

What You'll Do:

- Drive training program delivery to completion within agreed upon timeframes, requirements and budget.
- Develop training program elements using effective pedagogical practices including heavy emphasis on interactive methodologies.
- Collaborate with internal stakeholders to ensure that training content is accurate, relevant, and effective for audience and business partner needs.
- Ensure all training elements meet organizational quality and branding requirements.
- Facilitate group instruction and training in a manner that is both effective and engaging, modeling effective practices and creating a positive impact at every touchpoint with training participants.
- Design, implement and analyze results of evaluation tools to measure training effectiveness and participant satisfaction, with an eye toward continuous improvement and learning effectiveness.
- Coordinate training event communications, logistics, tracking and reporting.

Required skills and competencies:

- Knowledge of adult learning theories, practices, and approaches
- Knowledge in instructional design methodology including needs analysis, design, development, implementation and evaluation
- Experience with Learning Management Systems (LMS), delivery platforms or tracking and reporting systems for program participation and completion
- Ability to interact with multiple levels of management and excellent customer service and support skills
- Self-directed with the ability to assimilate large amounts of information quickly and capable of keeping pace with fast-changing organization
- Demonstrates diverse lived experiences and can honor and appreciate those of others



- Passionate about the CareerWise mission

Compensation & Benefits: \$40 per hour

Work Schedule: Project-based and variable, approximately 30-40 hour per week from through July 31.

Sound interesting?

Click on this [link](#) to apply.

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org.

Deadline to apply: April 23, 2021