

Training Specialist 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 is responsible for designing and delivering a world-class training experience to CareerWise apprentices and employers. These training programs serve both youth apprentices, to orient them to the apprenticeship model and to boost skill development; as well as apprentice supervisors, to strengthen their mentorship and training methodologies. The Training Specialist applies effective pedagogy and adult learning strategies to live and asynchronous trainings, in in-person and virtual formats. He or she maintains progressive knowledge of trends and technology related to the design, development and delivery of learning solutions for a wide variety of training needs.

The Training Specialist is part of the Program Operations team and reports to the Chief Program Officer.

What You'll Do:

- In collaboration with leadership, create the vision and establish a strategy for delivering customized training to CareerWise apprentices and employers.
- Design and develop custom CareerWise training programs and materials, leveraging the optimal instructional technique or format for the audience and content, with heavy emphasis on interactive methodologies.
- 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.
- Provide subject matter expertise to support Diversity, Equity and Inclusion curricula, functioning not just as a trainer, but as an advisor, advocate, and change agent.
- Assess training needs to prioritize and inform training design by working cross-departmentally with Customer Success Managers, consulting with CareerWise apprentices and supervisors, and weighing competency development data.
- Forge partnerships with complementary organizations to co-design or curate curriculum, training materials or facilitation collaborations.
- Closely partner with colleagues within the organization and with partner organizations including, but not limited to, Colorado regional partners, CareerWise NY, CareerWise DC, and CareerWise Elkhart County, to support content development, provide implementation support and facilitate trainings.
- Evaluate the effectiveness of the training programs, develop measurement and reporting methodologies to demonstrate impacts of training, and redevelop trainings responsively.
- Administer training programming, including managing LMS systems, registration, training space, materials, etc.

- Incorporate emerging training technologies into existing training programs
- Provide recommendations of specific training programs to address unique needs or skill gaps identified by CareerWise employers.
- May perform other duties as assigned.

Required skills and competencies:

- Expertise and knowledge of curriculum and instructional design, principles of e-learning, adult learning and positive youth development
- Collaboration
- Facilitation
- Presentation skills
- Composure
- Technical writing
- Project management
- Innovation and creativity
- Customer focused
- Self management
- Technical aptitude for training software applications
- Diverse lived experiences and ability to honor and appreciate those of others
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) - type work and or conversations
- Demonstrated passion for the CareerWise mission and ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building

Compensation & Benefits: Salary range for the role is \$48-60K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

Sound interesting?

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Hillary Johnson

hillary.johnson@careerwisecolorado.org

Subject line: Training Specialist Application - (First name Last name)

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.

