

Title: Training Specialist

Location: Gulf Coast Regional Blood Center

Apply at: www.giveblood.org

Position Summary

Do you have a passion for improving employee and organizational learning and performance? Are you looking for an opportunity to apply your talents and knowledge in a collaborative and creative training environment?

If yes, come join our team and help us develop and deliver interactive instructor lead, e-learning, and blended learning programs at Gulf Coast Regional Blood Center. We are a successful organization looking to employ talented individuals who are self-motivated, positive, and energetic.

This position allows you to build rapport with internal clients from all facets of the organization. The Training Specialist will thrive in a team oriented, fast paced environment whose primary focus is to enhance the employee's learning experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, facilitate, and evaluate learning solutions across the organization including leadership, interpersonal skills, customer service, new employee orientation, etc.
- Experience working with subject matter experts to design, develop, execute and evaluate training. Customize trainings to organizational standards using materials from various sources.
- Evaluate training materials offered by outside vendors and make appropriate recommendations for purchase and use.
- Coach employees to improve their leadership or behavioral skills.
- Measure the effectiveness of training ensuring skills taught are incorporated into work behaviors.
- Recommend solutions addressing root causes of performance issues based on organizational goals, feedback, and learning best practices.
- Periodically evaluate ongoing programs ensuring they are up-to-date.
- Develop or oversee the production of classroom materials and manuals.
- Utilize the learning management system to maintain accurate documentation of registration, attendance, and course completion data.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in instructional design, organizational behavior, business management, human resources or a related field.
- At least 2 years of experience in designing, developing and delivering training.
- Extensive knowledge of adult learning theories and methods, learning principles, and instructional design.
- Preferred: Either 2 years supervision or 2 years teaching leadership courses.
- Certification as a professional facilitator or trainer a plus (e.g. from DDI, Achieve Global, AMA, ATD, etc.).

EEOC Statement

The Blood Center is an Affirmative Action/Equal Employment Opportunity Employer. Qualified applicants for positions are considered without regard to race/ethnicity, color, religion, national origin, age, pregnancy, sex, sexual orientation, gender identity, transgender status, military status, protected veteran status, disability status, genetic testing results or any other basis or characteristic prohibited by applicable law, statute, regulation or Executive Order.