Job Title: Training Coordinator  

JOB SUMMARY
The Training Coordinator is responsible for conducting industry job and training analysis and developing training plans and designs performance-based training for Quick Start project companies.

MAJOR DUTIES
Conducts industry job/training analysis. Plans and designs performance-based training for Quick Start project companies located throughout the State; Coordinates project team of staff and contractor instructional designers and instructors to develop and deliver the training which is identified in Quick Start training plans; Coordinates production of industry training materials with Quick Start internal staff, including Creative Services, MBT Development, Media Services, and reproduction as required, to meet project time lines; Reviews contractor work prior to production to ensure Quick Start quality standards and company approval; Applies instructional system design (ISD) principles to ensure quality and effectiveness of instructional materials and instruction. Develops post learning assessment to measure how well trainees perform behaviors; Instructs as required to support projects; Monitors project activities to ensure client satisfaction and overall project success; Maintains Quick Start industry project and training records to comply with agency reporting processes and procedures.

COMPETENCIES
Knowledge of instructional system design principles  
Ability to develop training schedules  
Ability to evaluate programs for effectiveness  
Ability to complete tasks in a timely manner  
Skill in the operation of computers and job-related software programs  
Oral and written communication skills  
Skill in interpersonal relations and in dealing with the public  
Decision making and problem solving skills
MINIMUM QUALIFICATIONS

Bachelor’s degree *and* Two (2) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.