

## Job Posting

October 12, 2018

### POSITION

Professional Development Specialist

### EMPLOYMENT TYPE

Regular FT – 35 hours/week

### SALARY

Commensurate with Experience

### REPORTS TO

Director of Human Resources

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The Professional Development Specialist is a member of the Administrative Department of the RiseBoro and reports directly to the Director of Human Resources. The overall responsibility is to evaluate and enhance the competencies of individual employees by designing and conducting training programs that will boost employee workplace performance in alliance with company's core values. Essential functions include, but are not limited to the following:

- Identify training needs by evaluating strengths and weaknesses; use data to translate needs into a training program that will enhance employee performance;
- Build quarterly and annual training schedule;
- Acclimate new hires to RiseBoro and conduct orientation sessions;
- Prepare and deliver training courses in group and individual settings;
- Select and/or develop training aids including training handbooks, demonstration models, multimedia visual aids, computer tutorials and reference works;
- Encourage employees for training;
- Communicate all training programs on a timely basis;
- Coordinate administrative functions necessary to deliver and document training programs;
- Prepare budget for training programs and workshops;
- Evaluate effectiveness of ongoing training and development programs, utilizing relevant evaluation data to revise or recommend changes in instructional objectives and methods;
- Assist in analyzing and assessing training and development needs for individuals, departments, and divisions;
- Stay abreast of the new trends and tools in employee development;
- Implement training KPIs;
- Prepare and present reports on training program KPIs;
- Participates in department meetings and attend meetings and/or seminar as necessary;
- Maintains confidentiality at all times;
- Other departmental and agency-wide duties as assigned.

### COMPETENCIES

- Experience in designing multiple training events in an organizational setting;
- Ability to lead a full training cycle;
- Adequate knowledge of learning management software;
- Familiarity with traditional and modern training methods, tools and techniques;
- Good knowledge of talent management and succession planning;
- Demonstrated expertise in leveraging available resources to minimize training costs;
- Ability to conduct cost-benefit analysis and calculate training ROI;
- Sound decision making and organizational skills;



- Proficiency in MS Office and in database software;
- Bilingual (Spanish) a plus;
- Must be detail-oriented and possess excellent communication and organizational skills;
- Ability to deal professionally with confidential information.

### **EDUCATION EXPERIENCE**

Any combination equivalent to education and experience that provides the required knowledge and skills may be considered qualifying:

- bachelor's degree from an accredited college or university with a major in Education, Training, HR or related field;
- experience as a Training Specialist or similar role;
- experience with designing training programs and workshops;
- experience developing and maintaining a Learning Management System;

### **APPLICATION DEADLINE**

December 15, 2018

### **SUBMIT RESUME TO**

Graikelis Morales, Director of Human Resources  
gmorales@riseboro.org