



## LAKESHORE

**Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.**

### **New Job Posting: Training Coordinator**

Lakeshore Foundation is currently seeking a Training Coordinator to prepare, facilitate, monitor, evaluate and document training activities in the organization. The full-time position requires a creative and organized individual with superior interpersonal skills to work with, train, and support staff as well as support senior management with strategic initiatives.

#### **PRIMARY JOB RESPONSIBILITIES:**

- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
- Coordinate organization-wide training plans and schedules, designing and developing training programs (outsourced or in-house).
- Manage the organization training budget and develop a budget for each training event.
- Use known education principles and stay up-to-date on new training methods and techniques (virtual, simulated, mentoring, on the job training, professional development classes, etc).
- Design, prepare and order educational aids and materials; Partner with internal stakeholders and liaise with experts regarding instructional design.
- Market organization training opportunities to employees and provide information on benefits to encourage participation.
- Assess instructional effectiveness and determine the impact of training on employee skills and knowledge.
- Gather feedback from trainers and trainees after each educational session. Use questionnaires and evaluation forms to track participants' satisfaction levels with the training program, trainings content and the trainers.
- Maintain updated curriculum database and training records; track progress and share this information with employees.
- Coordinate onboarding for all new hires.
- Host train-the-trainer sessions for internal subject matter experts.

#### **QUALIFICATIONS:**

- BS degree in Education, Training, HR or related field
- Proven work experience as a Training Coordinator, Trainer, Training Facilitator, or similar role
- Knowledge of learning management systems and web delivery tools; experience with e-learning platforms; 1-3 years' experience preferred
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments.
- High degree of initiative and independent execution.
- Effective organization, interpersonal and written communication skills
- Working knowledge of disability awareness a plus
- Commitment to working in a team environment
- CPR, Standard First Aid and AED desired (or willingness to obtain within 6 months of hire)

Please forward resume and letter of interest by April 9, 2021 to: Debbie Smith, [debbies@lakeshore.org](mailto:debbies@lakeshore.org).  
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