Maryland New Directions is Hiring
Training Facilitator – Job Order 1491211

Seeking a qualified candidate who will develop job readiness skills, tools and training incorporating topics directly related to industry best practices, while engaging a broad demographic of clients and business/hiring partners. This position directly supports the development, implementation, and presentation of both virtual and in-person training curriculum with a focus on orientation to specific industry sectors.

Will prepare training curriculum for all necessary areas, including pre-employment, industry-related skills and knowledge, and certification prep in all forms (written, on-line, video).

Facilitate workshop virtually and/or in person on various job readiness and career development topics based on Maryland New Directions curriculum.

Research regional and national industry data to assist the organization in identifying future growth industry sectors for training opportunities for clients.

Manage industry-related materials, exam scores and classroom participation.
Engage clients and other business community stakeholders to participate in training.

Conduct surveys and assessments to evaluate interest and progress.

**Qualifications:**
High level of diverse computer literacy, including various platforms and tools, as well as proficiency with MS Office programs to include Word, Excel, and PowerPoint.

Associates degree or equivalent experience in training, technology or curriculum development

Excellent and engaging presentation skills

Effective oral and written communication skills

Experience working with diverse populations and young adults is a must!

Ability to learn industry skills and certification needs for career advancement

To apply: Email cover letter and resume to: rworen@oedworks.com