

**The Pennsylvania Treasurer, one of three independent elected statewide officials, has an opening for a Workforce Development Coordinator in the Bureau of Contracts, e-Library/Training and Development**

The Workforce Development Coordinator under the direction of the Sr. Workforce Development Specialist will assist in the learning and professional development of the organization's workforce.

- The elements of training gives workforce the understanding, practical skills and motivation to carry out particular work-related tasks. The Training Coordinator will either deliver training sessions to participants' onsite, at state-related venues and via Go-to-Meetings (*online training format*)
- The development work relates to the ongoing, long-term improvement of employees' skills that will enable each the opportunity to fulfill their potential within the organization.

The Training Coordinator is responsible for developing comprehensive training packages that encompasses both these elements in order to maintain a motivated and skilled workforce and to fulfill the needs of the organization.

**Typical work activities:**

The nature of the training coordinator is industry-specific, with the level of responsibility and variety of activities dependent on organizational needs. However, activities will include but not limited to the following:

- Meet monthly and/or as needed with the Sr. Workforce Development Specialist and/or Bureau Director to discuss training initiatives;
- Responsible for fully formed training initiatives as directed;
- Identify training and development needs within the organization through consultation with the Sr. Workforce Development Specialist and/or Bureau Director and various feedback mechanisms;
- Design and develop training programs based on both the organization and the individual's needs;
- Work in teams to produce programs that are satisfactory to all relevant parties in the organization, such as union, non-union personnel; supervisors, managers and licensed parties;
- Develop effective induction programs;
- Devise individual learning plans;
- Produce training materials for in-house courses;
- Manage the delivery of training and development programs;
- Manage/coordinate all on-site logistics individually and/or with other training team members;
- Ensure that statutory training requirements are met;

- Amend and revise programs as necessary, in order to adapt to the changes that occur in the work environment;
- Assist individuals solve specific training problems, either on a one-to-one basis or in groups;
- Keep up to date with developments in training by reading relevant journals, articles and attending approved relevant courses identify by the Sr. Workforce Development Specialist, Bureau Director and/or yourself;
- Increase your understanding of new learning/e-learning technique and delivery.

**Technological Requirements:**

- You will need strong computer skills; proficiency in Word, Excel, Outlook and PowerPoint; and the ability to operate related computer software. The ability to use business equipment such as, Smart Board, Internet, telephone, Flash Drives/DVD and other training equipment is also essential to your position as a Training Coordinator.

**Conscientiousness:**

Displays a professional image at all times, even when facing significant job challenges;

- Takes ownership for resolving problems rather than allowing them to persist or simply pointing them out to others;
- Admits own mistakes and takes action to address/resolve them;
- Is receptive to new information, ideas, or strategies to achieve goals;
- Avoids any action or situation that would give the appearance of bias, unethical or inappropriate behavior;
- Leads by example through modeling desired practices and standards in own behavior.

**Flexibility:**

- Adapts quickly to new or changing situations - Handles last minute changes and disruptions to schedule;
- Changes one's own behavior or work methods to adjust to other people and to changing situations or work demands.
- Demonstrates the courage to do the right thing in difficult situations.

**Interpersonal Skills:**

- Treats others with respect, fairness, and consistency (e.g., listen to and respect others' views and ideas);
- Demonstrates empathy and understanding when addressing sensitive issues with others;
- Listens carefully and asks questions to understand the ideas, issues and concerns of others, and their root causes.

**Oral Communication:**

- Adjusts communication style and language to most effectively connect with different/diverse audiences and individuals.

**Education and Training:**

Requirement: Bachelor's Degree and/or equivalent experience in Adult Education, Communication, Training and/or Organizational Development.

- Demonstrates knowledge of instructional design systems;
- Demonstrates knowledge of techniques for training exercises;
- Demonstrates knowledge of learning technologies (e.g., computer-based training);
- Demonstrates knowledge of facilitation with intergenerational communication ability;
- Demonstrates knowledge of learning transfer;
- Demonstrates knowledge of training needs-assessment techniques;
- Demonstrates knowledge of techniques for evaluating and providing feedback on training success.

**Include the following when applying:**

Resume, cover letter and recent writing sample (*no more than a year old*) along with salary requirements:

Job type:

- Full-time

Local candidates only:

- Willing to relocate to Harrisburg, PA

Required experience:

- Program training, facilitation & Instructional design of training materials: 3 years

Required education:

- Bachelor's Degree

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