COMMUNITIES
Unlimited

Job Description

Position: Entrepreneurship Training Coordinator
Immediate Supervisor: Director of Entrepreneurship
Mission Focus: Entrepreneurship
Location: Telecommuter (Based somewhere in CU's 7-state service region.)

Summary of Position

The Training Coordinator is responsible for collaborating with the entrepreneurship team to develop topics and content for trainings that will be delivered as workshops, webinars, or for the LMS system. Other responsibilities include surveying training participants, developing and updating course quizzes for the LMS, providing customer service to those using the LMS, making recommendations on improvements to trainings, and assisting with training facilitation when needed.

Education/Certification Requirements

The position requires satisfaction of one of the following options for education and certification. All requirements in the option must be satisfied and no substitutions are available.

Option 1.   Bachelor's degree in instructional system design or related field and a minimum of 2 years of experience facilitating training to adults in the workplace. Experience should include facilitation of training in a classroom setting and in a virtual setting. Experience developing and managing content for a Learning Management System is preferred. Preference may be given for experience facilitating training to entrepreneurs and small business owners. Must have a valid driver's license and willingness to travel to project communities. Must be authorized to work in the U.S.A.

Option 2.   A minimum of 3 years of experience in providing direct technical assistance to entrepreneurs and small business owners or owning and operating a small business. A minimum of 3 of experience developing curriculum and facilitating training in a virtual environment that includes self-paced/self-study; live webinar; recorded webinar; and interactive exercises. Experience developing and managing content for a Learning Management System is preferred. Must have a valid driver's license and willingness to travel to project communities. Must be authorized to work in the U.S.A.

Experience/Skills Requirements

Four years progressively responsible work experience. Experience that demonstrates familiarity with adult learning, virtual learning methods, training needs assessment, curriculum design and training facilitation is preferred.

Successful candidates have strong verbal communication and writing skills. Successful completion of essential job duties requires the ability to manage many project-related details with extreme accuracy and attention to time lines. Ability to demonstrate proficient use of a personal computer including software programs such as MS Windows, Word, Excel, Outlook, is required. Experience with Microsoft 365 cloud-based SharePoint and/or TEAMs is preferred. Experience developing virtual training curriculum is preferred.

Must be willing and able to travel throughout CU's service area and to occasional meetings/conferences as needed.

Summary of Essential Job Duties
– Coordinate Entrepreneurship trainings (workshops, webinars, LMS lessons) within the CU seven-state service area as required under various grant/contracts, including and not limited to:
  • Plan, organize, and develop training curriculum and materials to be used in training workshops;
  • Assist other staff in scheduling, delivering and facilitating training sessions in locations as assigned.
  • Assist the Director with reporting related to training metrics in accordance with contract and grant specifications
– Coordinate Entrepreneurship training to ensure quality control for all training materials, including that all materials comply with regulatory, EEO, and federal contractor compliance standards; copyright and/or trademark; training curriculum satisfies grant/contract training requirements and are current to Entrepreneurship standards.
– Coordinate the development of media related to training curriculum as needed/assigned.
– Identify subject matter experts to assist with curriculum development as needed.
– Maintain project management communication with all team members to facilitate effective collaboration related to training deliverables and timelines.
– Ensure training evaluation satisfies grant/contract requirements and program requirements.
– Monitor and facilitate learner completion of assigned training objectives. Engaging other team members as necessary to sustain learner engagement.
– Coordinate with CU Communications to ensure all Entrepreneurship training complies with CU Branding requirements and is communicated to stakeholders through the website, direct marketing (i.e. Constant Contact) and all CU Social Media platforms.
– Maintain working knowledge of and comply with corporate polices, procedure, supervisor direction and contractual compliance requirements.
– Maintain the highest level of confidentiality and security with all information, understanding your obligations in regards to client data, community environmental system data, borrower data, payroll data, HR data, medical information, workman's compensation data, IT data, computer passwords, email account passwords, phone lock codes, etc.
– Accurate and timely submission of time and expenses in compliance with CU policy and supervisor direction, understanding this record in a critical part of CU's compliance with grants and contracts.
– Comply with corporate branding and communication requirements and support corporate communication processes by submitting client stories, securing releases for use of client quotes/images; media capture (photos, videos, etc.) and collaborating with communications staff to promote events, loan closings, community projects and milestones and client businesses.

- Attend CU staff meetings.

- Represent CU at/facilitate other meetings and events as needed.
- Special projects, and other duties as may be assigned by supervisor or program director.

Tools Used in Job
Proficient use of a computer, internet, smart phone (texting, email, photos, videos, social media, and calls), cloud-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Experience in Microsoft 365 TEAMs and/or SharePoint may be preferred. Use of additional software for project related activities may be required and training will be provided.

Work Environment
The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.