



Job Opening - Trainer Full-time, Non-Exempt

We are looking for a genuine, hardworking Trainer to train and support a team of self-directed, idea-generating leaders.

Everyone on our team is a leader because of their vision, passion and commitment to helping create positive change. We value colleagues who prioritize teamwork and collaboration over competition, who embrace flexibility and change, and have the ability to connect with people.

Associates for Training and Development (A4TD) is a nationally recognized workforce development non-profit that originated in 1983. A4TD administers job training programs for workers in five states: CT, ME, NY, PA, and VT. We recognize the dignity and worth of our program participants and hold firm in the belief that mature workers have the right to contribute to their economic stability. When a program participant is offered a job consistent with their interests and abilities, we at A4TD are uplifted and energized to do it again with the next participant. As the demographics of our country's workforce change, we know mature workers bring needed skills and talents to the workplace.

A4TD has an opening for a **Trainer** to join our dedicated, mission-driven team. Our dynamic team comes from diverse backgrounds. We are teachers, coaches, accountants, former restaurant managers, veterans, and more. What brings us together is our drive to make a difference in our program participants' lives.

Are you a **self-starter, curious and creative, and ready to learn**? If you are motivated to make a difference, this may be a great fit. We can train the right person.

What is the job?

We are looking for a motivated and creative professional to join our team that administers workforce development programs including the Senior Community Service Employment Program (SCSEP). The SCSEP helps low-income, unemployed seniors by assigning them to paid internships at local nonprofits and public agencies, then helps them transition to permanent employment and achieve economic independence. Your job is to support A4TD's programs by leading professional development activities through mentoring, coaching, and training staff (professional staff and participant assistants) in their core job responsibilities. This position is part of A4TD's Training Team. Some travel to A4TD offices may be needed and is reimbursed at the current IRS rate. **The position is remote** with an option of working in an office within A4TD's service areas (the states of Connecticut, Maine, New York, Pennsylvania, and Vermont). The candidate must reside in our 5-state service area.

What are my job functions?

- Train to performance - plan, design, deliver and evaluate internal training programs.

- Collaborate with managers to determine areas for employee improvement, and conduct 1-1 and/or small group sessions to address employee needs.
- Develop learning systems consistent with the company's core values of continuous improvement.
- Develop and execute systems to monitor and ensure employees are successfully performing their job responsibilities.
- Lead new staff onboarding activities.
- Identify specialized training opportunities and interface with training partners to secure low/no cost training opportunities for program participants. Provide administrative functions for the training activities.
- Research, evaluate, and manage contracted vendor training platforms.

Salary Range:

\$42,000-\$45,000, non-exempt

Perks & Benefits:

A very competitive benefits package includes:

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|---|---------------------|
| • Paid Vacation, Sick, and Holiday | • Health Insurance |
| • Employee Assistance Program | • Dental Insurance |
| • 401(k) and generous match | • Vision Insurance |
| • Extra paid days off, November & December holidays, & Birthday | • Life Insurance |
| | • Flexible Schedule |
- A positive, collaborative work environment where your ideas are welcomed
 - Opportunities for professional growth and development
 - A diverse and hardworking team that learns from one another
 - Flexible schedule and flexibility in a way that prioritizes a work-life balance

What you will bring to the role:

- **Education:** Bachelor's Degree in training, education, HR, or related field
- **Experience:** A minimum of 3-5 years of proven experience in corporate training, education, program management, or HR
- **Knowledge of:** corporate training techniques, effective teaching methodologies and tools, and use of virtual platforms to deliver training
- **Coaching skills:** the ability to energize staff to perform their core job responsibilities
- **Ability to mentor and empower staff remotely** using Zoom, Microsoft Teams, Remote Desktops, and VPNs, among other technology
- **Great attitude:** motivated to make a difference, ready to learn, and has a collaborative approach
- **Strong Commitment** to teamwork and collaboration, while also able to work independently with minimal direction
- **A self-starter** who can work independently with minimal direction, while maintaining a commitment to teamwork and collaboration
- **Communication skills:** the ability to deliver engaging presentations to groups of people; the ability to clearly and concisely communicate one-on-one both verbally and in writing; the ability to engage in active listening
- **Time management and organizational skills:** ability to balance competing, time-sensitive priorities

- **Presentation skills:** Ability to present information to diverse audiences in a clear, concise and engaging manner
- The ability to **creatively solve problems** and innovate within a highly regulated environment
- **Computer skills:** Intermediate level proficiency in MS Office suite products including Word, Excel, Outlook, and especially PowerPoint. File management skills; online research skills; proficiency in e-learning software is an asset
- **Authorization to work** in the USA required.

We would love if you could bring to the role:

- Professional training credential, such as a Certified Professional in Learning and Performance (CPLP) or a Certified Professional in Training and Development (CPTD) credential is a plus
- Experience working with mature workers, culturally diverse populations, and persons with disabilities
- Bilingual (Spanish) preferred

Our work is important and we have fun doing it. Watching people learn new things when they thought they could not is rewarding!

Apply today.

Be part of the 40+ year legacy!

Email your cover letter with salary requirements, and your resume to hr@A4TD.org.

Only those applicants who submit both documents will be considered.

A4TD is an equal opportunity employer that administers equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities. Free language access assistance is also available. Send an email to jquinn@a4td.org if you need these services.

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Funding Sources:

The estimated total cost of A4TD's Program Year 2024 (7/1/24 to 6/30/25) Senior Community Service Employment Program is \$12,958,523. \$11,662,671 (90%) is funded through U.S. Department of Labor – Employment and Training Administration grants. The other \$1,295,852 (10%) is funded through State and Local resources.