



## **Job Opening - Trainer Full-time**

**Associates for Training and Development (A4TD)** is a nationally recognized workforce development non-profit that originated in 1983. A4TD administers job training programs for mature 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.

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).

### **What are my job functions?**

- Train to performance - plan, design, deliver and evaluate 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
- Contribute in new staff onboarding activities
- Identify specialized training opportunities and interfaces with training partners to secure low/no cost training opportunities for program participants.

**Perks & Benefits:**

- A very competitive benefits package including a generous 401K match; medical, dental and vision insurance; paid federal holidays; sick and vacation time; life insurance; and EAP
- 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

**Education:** Bachelor's Degree in business, education, HR, or related field

**Experience:** A minimum of 3-5 years of proven experience in corporate training, education, program management, or HR

**What you will bring to the role:**

- **Great attitude:** motivated to make a difference, ready to learn, and has a collaborative approach
- **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
- **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
- A **self-starter** who can work independently with minimal direction, while maintaining a commitment to teamwork and collaboration
- 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 Talent Development (CPTD), 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 fun! Apply today and be a part of the 39-year legacy of A4TD's successful sponsorship of mature worker workforce development programs. Email your cover letter with salary requirements and resume to [hr@a4td.org](mailto:hr@a4td.org). Only those applicants who submit both documents will be considered.

We are an Equal Opportunity Employer/Program. Know your rights. Workplace discrimination is illegal.  
Auxiliary aids and services are available upon request to individuals with disabilities.

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**Funding Sources:**

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