

Division: DIV ADMINISTRATION
Department: HUMANR Human Resources
Location: Tallahassee
Class Code: 136
Class Title: Training Coordinator
Last Updated: 09-Jul-2019 11:51 AM

Position #: 1162
FLSA: Not Exempt from Overtime Pay
EEO Code: 2
Pay Grade: 911
FTE: 1.0
Reports to Position #: 1161

Position Description

POSITION TITLE: Training Coordinator

REPORTS TO: Director, Human Resources

SUPERVISES THE FOLLOWING POSITIONS:

SUMMARY FUNCTION: Under the direction of the Director of Human Resources (HR), this position is responsible for the identification, coordination and facilitation of training solutions for The Florida Bar (TFB) staff. The position will be an integral part of the HR team and assist with coordinating HR sponsored TFB events. This position will work closely with department heads and directors to assess needs and identify solutions for continued staff enhancement and improvement.

% of Time	Essential Duties and Responsibilities
35	Identify, coordinate (outsourced and/or in-house) and facilitate training to Bar staff, individually and as groups, for both soft skills and technology. Select appropriate training methods or activities for a particular purpose and audience. Obtain training/educational materials as needed. Promote training to staff and provide necessary information about training opportunities.
20	Assists in the design, development, implementation of professional development programs and departmental onboarding tasks.
10	Conduct department and enterprise training needs assessments.
10	Obtain a working knowledge of the various technology solutions used by TFB staff in order to ensure there are adequate training resources identified and made accessible to staff.
10	Assist with coordinating HR Bar events.
10	Monitor, track and log training taken by staff.
5	Administration and other duties as assigned.

Non-Essential Duties and Responsibilities:

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE POSITION:

Knowledge of:

- Various training and teaching methods and techniques
- Instructional design and implementation
- Administrative principles and procedures
- Trends in computer technology relating to training
- Program design
- Project management

Skilled in:

- Microsoft Office products
- Adobe products
- Strong written and verbal communication skills
- Developing, designing, coordinating and updating training/educational/course materials
- Training, public speaking and making presentations
- Exceptional organizational skills
- Good time management skills
- Problem solving skills
- Use of personal computer

Ability to:

- Establish and maintain effective working relationships
- Interact effectively and courteously with a wide variety of individuals
- Interpret policies and procedures
- Troubleshoot, identify, and solve problems
- Determine priorities and manage time
- Work in a team environment
- Manage workload
- Learn and use new technology, software and programs
- Conduct research into training/course development and delivery concepts
- Use discretion and independent judgment
- Maintain a high level of confidentiality
- Travel (occasional)

MINIMUM EDUCATION AND WORK REQUIRED FOR THE POSITION:

Required Minimum Education:

Bachelor's degree in education, training, human resources, Information Systems/Technology or related field.

Required Minimum Professional Work Experience:

Three (3) years of instructional delivery or training experience. Administrative office and customer service experience. Experience using Microsoft Office and Adobe products.

Required Licensure Certification(s):

Other Job Related Requirements for the Position (e.g., work schedule, physical and mental requirements, language requirements, overtime, travel, use of equipment/machines, etc.):

- Ability to sit for long periods of time, hear and converse over the telephone, and key/work frequently on a computer.
- Ability to lift 5 to 10 lbs.

Additional Information:

This job description is not a contract for employment and The Florida Bar reserves the right to make any necessary revisions on the job description at any time without notice.