



TRAINING COORDINATOR – (Temporary Position) Location: Washington , DC (Metro Accessible)

As part of C. L. Russell Group, LLC team, the **Training Coordinator** will be responsible on a day-to-day basis for the administration, coordination, logistics, and reporting for scheduled training events. He/ she will also be responsible for establishing and maintaining excellent customer service and staff relationships to ensure all activities are delivered on time and to the client's satisfaction, within established process flows and cycle times.

Duties include:

- ☐ Schedule trainer/facilitator assignments and registrations for training programs.
- ☐ Manage training schedule for trainers/facilitators.
- ☐ Monitor the administration of course and instructor evaluations.
- ☐ Monitor training contract and facility logistics.
- ☐ Manage and create mechanisms and systems to improve document flow.
- ☐ Offering on-site client support including greeting clients, instructors and vendors.
- ☐ Manage and collect training assessment data in the Learning Management system/ SharePoint/Google Docs, track and develop weekly/monthly reports.
- ☐ Communicate and serve as the liaison between current clients and stakeholders.
- ☐ Assist with assessing, designing, and editing of training content/curriculum (print,digital).
- ☐ Design and create marketing material (print, digital content, and social media).
- ☐ Identify marketing opportunities on various platforms.
- ☐ Performs other duties as assigned.

Desired Skills:

- ☐ The successful candidate will have a strong proven track in training coordination, training administration (incl. LMS), learning & development or event management within the training workforce industry.
- ☐ Prior experience with the government sector is desirable.
- ☐ Ability to communicate in English at a business level with company stakeholders and vendors. (Bilingual is a plus)
- ☐ Excellent writing and editing skills.
- ☐ Graphic design, Marketing skills highly desirable. (Familiar with Adobe products a plus)
- ☐ Creative skills desirable.
- ☐ Exceptional organization skills, high attention to details, and the ability to manage several projects at a time in a fast-paced environment.
- ☐ Strong computer literacy and ability to navigate INTERNET platform.
- ☐ Thorough knowledge of Microsoft Office package
- ☐ SharePoint and online Learning Management System (LMS) highly desirable. (*Willing to train if fast learner)
- ☐ Excellent problem-solving skills, ability to work independently and as part of a team, is essential.
- ☐ Ability to project a positive image of C. L. Russell Group, LLC and affiliated programs.

Interested in joining our team?

Forward your resume to: info@clrussellgroup.com

Subject: Training Coordinator (Temp)