

JOB POSTING

Enabling Technologies Corp

Contract Learning (Training) Specialist

Enabling Technologies Corp is searching for a Contract Learning Specialist to support the Adoption & Change Management team. The Learning Specialist will work with clients to provide learning support for organizational change. Organizational change is inclusive of people, business processes, culture, systems and technology, job roles and organizational structure.

The Learning Specialist role will not have supervisory responsibility but will be required to work with client and internal resources to drive successful change adoption. The Learning Specialist must be comfortable operating in both a functional and consultative manner when dealing with clients and internal resources. The ideal candidate will be confident in navigating and conducting professional interactions at all levels within client organizations.

Functional Responsibilities (internal and external) 85%

- Development of intellectual property
- Instructional design and custom content writing for adult learning collateral
- Facilitation of learning programs
 - Remote webinar (recorded or live)
 - In-person (interactive workshop or lecture)
 - Video narration
 - White glove (1:1 or 1:few workshops)
- Video editing
- Analysis of change management deliverable effectiveness

Consultative Responsibilities (internal and external) 15%

- Apply structured methodology to change initiatives
- Assess client change readiness and change impact
- Identify, analyze, anticipate and manage change risk and resistance
- Document actionable deliverables for the following levers:
 - Success Criteria
 - Gap Analysis
 - Adult Learning Requirements
 - Reinforcement
- Plan and document custom learning strategies
- Track and report issues or risk
- Integrate change management activities into project plans

Experience Required

- Demonstratable experience and knowledge of adult learning principles, methodologies and tools

- Demonstrated ability to manage onsite and virtual classrooms
- Demonstrated ability to manage ambiguity and apply problem-solving skills
- Demonstrated ability to employ research and analytical thinking
- Demonstrated training delivery for enterprise changes
- Demonstratable experience in development and delivery of training content, materials and programs for a variety of adult learning styles
- A minimum of 1 year working in a consultative role internally or externally
- A minimum of 3 years facilitation and instructional design experience
- Ability to travel up to 100% of the time
- Prior remote-working experience

Skills Required

- Exceptional written **and** verbal communication skills
- Ability to clearly articulate and tailor messages to a variety of audiences
- Ability to establish and maintain strong business relationships
- Ability to think quickly and adapt accordingly
- Ability to influence others to move toward a common vision or goal
- Excellent active listening skills

Education/Training:

- Bachelor's Degree is preferred

This is a remote role that requires up to 100% travel.

Please be prepared to share samples of your work.

This is an ongoing search for qualified candidates.



2009 UNIFIED COMMUNICATIONS SOLUTIONS
IM/Presence
PARTNER OF THE YEAR
WINNER



2010 PARTNER OF THE YEAR
Unified Communications Solutions
Instant Messaging/Presence/Conferencing/Voice
Winner



2012 PARTNER OF THE YEAR
Communications Market Acceleration
Finalist

