

JOB VACANCY

Position: Training Development Specialist

Location: Brightpoint, 227 E. Washington Blvd, Fort Wayne, IN 46802

Hours: M-Th: 7:30a-5:30p and F 7:30a-11:30a (40 hours per week)

Starting Salary Range: 20.00-22.00

JOB SUMMARY

The Training Development Specialist is responsible for conceptualizing, creating, implementing, and standardizing internal and external training efforts for partner organizations, clients and housing properties. The primary focus on the position includes supporting and advancing community economic development efforts in the Brightpoint service area through developing and delivering high-quality program content. Duties include overseeing the planning, developing, and implementing of program design, program activities and program expansion for capacity building efforts. Promotes agency initiatives and develops agency relationships with area organizations, communities, volunteers, and individuals.

JOB DUTIES

1. Develop and deliver strategic and informative programming to affordable housing units, chambers of commerce, main street organizations, small businesses and members of the general public, both virtually and in-person, utilizing engaging education techniques and methods. Coordinate and prepare speakers and experts.
 2. Seek continued knowledge in the functions of community economic development, including
 3. financial empowerment, housing counseling, nutrition and health, entrepreneurship, and board governance; ensuring programming and resources are consistent with current laws and best practices.
 4. Develop and implement assessments and/or testing materials where appropriate, to ensure knowledge and skills transfer is facilitated upon delivery of the training program, as well as to determine the viability of training and instructional materials.
 5. Support organizational and divisional programs and meetings by contributing content, preparing program materials, and assisting in the execution of the programming, as assigned.
 6. Collaborate with a network of training professionals across the organization to facilitate knowledge sharing and the standardization of best practices to ensure consistency across departments.
 7. Perform other duties as assigned.
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SKILLS AND QUALIFICATIONS

1. Bachelor's degree or four years of relevant employment experience required.
 2. Must be proficient in use of Microsoft Office products.
 3. Must have intermediate math skills, including an understanding of financial and accounting principles.
 4. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM June 13, 2022 TO June 17, 2022

TENTATIVE DATES FOR EXTERNAL POSTING: FROM June 21, 2022 TO until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.