The Training Source, Inc. is an award-winning 501(c)(3) non-profit organization that provides comprehensive employment training and job placement assistance for unemployed and/or economically disadvantaged citizens in the Suburban Maryland / Washington, DC area, as well as youth programs, homeless services, staffing services and corporate management and employee development training. Our mission is to provide superior training, using innovative methodologies and technology, to meet individual, community and workplace development needs. Our goal is to develop not only the skills needed for success, but also the desire to succeed by utilizing the skills and abilities of our staff to assist others in overcoming barriers and realizing their full potential.

EMPLOYMENT ANNOUNCEMENT

WORKFORCE DEVELOPMENT INSTRUCTOR

We are seeking a dynamic full-time Workforce Development Instructor to develop curricula and facilitate comprehensive hard and soft skills training for job seekers to prepare them for in-demand occupations. Job placement assistance and follow-up services will be required to ensure that placement and retention goals are met.

Training & Curriculum Development - Provide ongoing technical and professional skills training to adult and youth participants in the following areas: business Math, business English, life skills, professionalism, and Microsoft Office software applications. Evaluate and grade student progress during each lesson and at each benchmark period; maintain accurate and current student records. Evaluate and recommend new software and training materials where appropriate; meet regularly with appropriate staff to review participant attendance and performance.

Job Placement - Facilitate successful job placement for at least 80% of program graduates in full-time, unsubsidized positions. Prepare and conduct student workshops on successful job search strategies, resume and cover letter writing, interviewing tips and techniques, follow-up strategies, dressing for success and getting ahead on the job. With student input, prepare marketable resumes based on each student’s employment history.

Technical Support - Maintain computer systems, including hardware and software installation, troubleshooting, web site updates, etc. Maintain student database. Utilize social media, web tools and other resources for training and office support. Recommend technology enhancements for organization success.

Other - Advance the ongoing mission of The Training Source by interfacing with corporate and community representatives to educate them on the features and benefits of services available via The Training Source, Inc. Recommend opportunities and strategies to ensure organizational success. Exhibit strong communication and team skills for individual and team progress.

Requirements - College degree in Business Administration, Marketing, Human Resources Development, Instructional Design or a related field; 3 to 5 years of experience; strong presentation and training skills; excellent oral and written communication skills; and the ability to work effectively under pressure with little or no supervision. Workforce Development, Human Resources, or Microsoft Office certification and/or strong technical skills desired. Bilingual (English and Spanish) candidates are invited to apply. The ideal candidate will possess a workforce certification, such as Certified Job Developer, Global Career Development Facilitator (GCDF), Offender Workforce Development Specialist (OWDS), or Certified Workforce Development Professional (CWDP).
Compensation & Performance Management - Salary is commensurate with experience, with opportunities to earn optional income through evening and/or weekend work on other contracts. Probation Period: 6 months. Benefits: employer paid health (50% for employee); retirement, life, and long-term disability insurances (100% employer paid); voluntary employee-paid options for retirement and AFLAC plans; paid annual leave, including bonus week at holidays; paid holidays; staff development education allotment and mileage reimbursement for local travel. PLEASE NOTE: This is a contract-driven position.

Performance will be evaluated based on measurable outcomes and competencies such as adaptability, accountability, communication, customer focus, and strategic thinking. Commitment to excellence is a requirement for success.

For more information about this position or to apply, please email us at contact@thetrainingsource.org.

The Training Source, Inc. is proud to be an Equal Opportunity Employer
The Training Source is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age or disability. The Training Source will not tolerate acts deemed to constitute discrimination or harassment based on gender, sexual preference, race, color, religion, national origin, marital status, age, disability, or any other characteristic protected by law.