



Job Opening

Job Posting: August 12, 2019

**Application Period: 30 Days or Until
Position is Filled**

JOB TITLE: Manager, Training & Professional Development

LOCATION: NYC

DEPARTMENT: Human Resources

Basic Function: Design, develop and deliver training programs and informational sessions that align with ESD mission and support mentoring program and other diversity and inclusion initiatives.

Work Performed:

- Perform needs assessment, define training objectives, and develop and deliver training programs and webinars for all levels of ESD staff.
- Work with ESD diversity teams in establishing a mentoring program including program implementation plan, policies and procedures, and program evaluation.
- Research and write content for new training programs.
- Identify cost-effective outside training resources.
- Prepare annual training calendar and propose training budget.
- Create and evaluate results of online surveys.
- Prepare training materials such as agendas, instructional material, handouts, evaluation forms, etc.
- Determine best practices that foster transfer of learning to daily practices in service of ESD's mission.
- Establish metrics to measure impact of training and mentoring programs.
- Document training procedures and programs and maintain up-to-date documentation.
- Assist with other human resources functions such as recruiting as needed.
- Other duties as assigned.

EDUCATION & REQUIREMENTS:

Education level required: Bachelor's degree in relevant area. Master's degree in relevant area such as organizational psychology a plus.

Relevant Experience required: 3+ years of experience developing and presenting programs.

Knowledge Required:

- Knowledge of Windows, PowerPoint, Word and Excel.
- Knowledge of training & development theory and practices.
- Demonstrated platform and facilitation skills in presenting content.
- Excellent written and oral communication skills.

APPROXIMATE HIRING SALARY: starting at \$70,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, Assistant Vice President, Human Resources

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY