



# Sioux Valley Dakota Nation

Employment Opportunity

Self Government

Training Coordinator

Full-Time, Permanent

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**Position Summary:** : The Training Coordinator is responsible in leading our employee development initiatives through hosting creative training events and educational programs, This individual's responsibilities include communicating with managers to identify training needs and mapping out development plans for teams and individuals. Training Coordinators are responsible for managing, designing, developing, coordinating, and conducting all training programs.

**Position Duties:**

- Map out annual training plans for management, HR, customer support and more
- Design and develop training programs
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
- Market available training to employees and provide necessary information about sessions
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Use known education principles and stay up-to-date on new training methods and techniques
- Design, prepare and order educational aids and materials
- Assess instructional effectiveness and determine the impact of training on employee skills and KPIs
- Gather feedback from trainers and trainees after each educational session
- Maintain updated curriculum database and training records
- Host train-the-trainer sessions for internal subject matter experts
- Manage and maintain in-house training facilities and equipment
- Research and recommend new training methods
- Other duties as assigned.

**Qualifications:**

- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Hands-on experience coordinating training events
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- BS degree in Education, Training, HR or related field
- Valid Class 5 Drivers License is an asset

**Competition Number: 202331**

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

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We thank all those who apply, but only those selected for an interview will be contacted.