



**Position: Training Representative in Los Angeles**

**Requisition ID: 140585**

**Location: LAAFB - IFS, Los Angeles, CA**

**Pay: \$44,085 - \$62,143**

PRIDE Industries is a fast paced company with a mission: To Create Jobs for People with Disabilities while providing high quality, value-added solutions to our nationwide customers. We are currently seeking a Training Representative to join our outstanding team at the Los Angeles AFB, El Segundo, CA.

This position works with management, field crew subject matter experts, and Rehabilitation and Human Resources/Safety employees to design and/or coordinate training for this government facilities contract. Duties include coordinating training for non-disabled employees as well as developing training to ensure employees with disabilities are trained on the requisite skills necessary to successfully perform their jobs in trades or maintenance positions. Knowledge in the development of training materials, curriculum, and overall knowledge of training programs, training records and logistics is required.

Responsibilities and qualifications for this position include but may not be limited to the following:

- Create training materials and procedures
- Update & tailor site specific training for maintenance and trades
- Monitor job training and coaching including testing as necessary
- Train supervisors in effective training techniques
- Analyze and forecast future training needs
- Prepare training logistics, plans and materials
- Partner with other departments to ensure training needs are met
- Working knowledge of graphics, audio, editing, etc. software
- Experience setting schedules and production value parameters
- Stay current on training tools, methodology, and curriculum
- Create and maintain training department database and reports
- Ensure training strategies meet division goals and objectives
- Design evaluation methods to measure training effectiveness and success
- Ensure current licenses, certifications, etc. have been attained
- MS Office (Word, Excel, Power Point, etc.)
- BA/BS HR, Communications, Business or equivalent field experience
- Three years minimum of recent business training and development

The qualified candidate will have excellent communication and interpersonal skills necessary to build effective working relationships with team members, make presentations in front of medium to large audiences, and interface with high-level executives as well as staff personnel. Superior analytical skills are necessary as well as the ability to multi-task and adapt to changing work priorities while working in a fast paced business environment.

PRIDE Industries provides outstanding benefits including medical, dental, and vision insurance, 401K, vacation and sick pay as well as a competitive salary. If you are interested in working for this unique organization that blends business with a social mission, please provide a resume, cover letter and salary requirements. PRIDE Industries is an equal opportunity employer dedicated to affirmative action, work-force diversity and a drug-free working environment. View our website to learn more!

**If you would like to apply to this position, please send your resume to [ngcajobs@ng.army.mil](mailto:ngcajobs@ng.army.mil) or go to website to register with the Work for Warriors Program at [www.calguard.ca.gov/EIP](http://www.calguard.ca.gov/EIP)**