**JOB SUMMARY**  
The Training Development Coordinator will assist the Training Manager in establishing, developing, and implementing the company training program. To this end, the Training Development Coordinator will be responsible for developing, coordinating and conducting training for employees in all departments at all Skills Inc. locations. The Training Development Coordinator will spend 75% of their time developing/updating training curriculum and 25% of time presenting curriculum to Skills Inc. personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITES**  
• Collaborate with Management and the Training Department to design/develop a training program that ties required training to job descriptions, auditing, and customer requirements.  
• Work with Supervisors and subject matter experts (SMEs) to develop new training programs. Program development would include designing/building training modules, with accompanying instructor and student guides.  
• Work with Supervisors and SMEs to develop and implement structured on the job training (SOJT) programs.  
• Collaborate on revisions and design of training curriculum and methods to improve effectiveness. Work with Supervisors to complete employee training requirements including testing trainees to measure progress and effectiveness of training.  
• Deliver employee training in both in-classroom and On-The-Job settings.  
• Support company LEAN program by participating in LEAN events and leading event follow-up efforts.  
• Facilitate, schedule, coordinate and communicate on-site and off-site trainings.  
• Develop constructive and cooperative working relationships with others and maintain them over time.  
• Identify opportunities for process improvement and increased efficiency.  
• Follow work rules and standard safety regulations at all times.  
• Discusses hazardous waste handling specific to work area in introductory classes.  
• Maintain safe working practice's and insure area is clean and free of any possible unsafe situations.  
• Perform other duties as assigned.

**QUALIFICATIONS**  
• U.S. Person status required due to export control.  
• Prior experience developing training curriculum.  
• Ability to organize multiple deadline driven assignments at once.  
• Ability to define problems, collect data, establish facts, and draw valid conclusions.  
• Advanced written communication skills.  
• Advanced computer literacy in Windows environment including MS Office.  
• Excellent public speaking skills.  
• Ability to work in a team environment; work collaboratively with a wide variety of personalities; and adapt training needs for individuals with various learning styles.  
• Advanced interpersonal communication skills.  
• Excellent attention to detail.  
• Adaptable to change (positive or negative) and to considerable variety in the workplace  
• Accepting of criticism and ability to deal calmly and effectively with stressful situations  
• Willingness to take on responsibilities and challenges  
• Ability and willingness to travel within the Puget Sound Region.

**LANGUAGE SKILLS**  
• Ability to read work instructions and procedures in English.  
• Ability to follow written and verbal instructions in English.  
• Ability to read and interpret documents such as safety rules and procedure manuals.   
• Ability to communicate in English through voice, American Sign Language or adaptive technology.

**EDUCATION/EXPERIENCE**  
• Associates degree from a two-year college or university; or two years related experience in training and/or safety; or equivalent combination of education and experience.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**  
The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.   
• Constant periods of sitting at a work station  
• Frequent periods of standing and /or walking  
• Occasional exposure to indoor manufacturing environment  
• Occasional exposure to moving mechanical parts  
• Occasional exposure to moderate noise   
• Occasional requirement to wear personal protective equipment  
• Occasional exposure to loud noises

*Definitions:*  
*Constant Frequent Occasional*   
*(5-8 hrs./shift) (2-5 hrs./shift) (Up to 2 hrs./shift)*

**ABOUT SKILLS INC.**  
Skills Inc. is an Aerospace Manufacturing and Finishing company that manufactures and processes aerospace parts. We are a self-supporting social enterprise organized as a 501 (c) (3) non-profit with four lines of business. Skills Inc. employs over 550 people and our social mission is to train, employ and serve persons with disabilities through direct hire, programs and service provision.

Wages DOE. Excellent benefit package including medical, dental, vacation and personal time, 401K. Comprehensive Wellness Program including free fresh organic fruit available daily and gym subsidies to name a few. Drug Free Workplace, EEO, ADA, Individuals with disabilities encouraged to apply. Criminal background check and drug test required.

*Skills Inc. is an Equal Opportunity Employer*