



Job Description

Job Title:	Training Specialist
Classification:	Exempt
Area of Service:	Human Resources
Supervisor:	Senior HR Generalist
Grade:	E5

AMERIND Risk is a federally chartered corporation created by its Members, the governmental units of federally recognized Tribal Nations that administer federally funded housing programs for American Indian and Alaska Native families. AMERIND Risk has the operating authority to work with Tribal Governments, Enterprises, and Citizens for Property and Liability, Workers Compensation, Homeowners and Renters, Employee Benefits coverage, Critical Infrastructure development and Fleet Automotive.

Position Characteristics and Competencies

- Business Acumen
- Communication proficiency
- Consultation
- Leadership & Navigation

Job Summary

Conducts training needs assessments for departments and employees; evaluates, coordinates, designs, and/or delivers a comprehensive range of training and education programs for both internal staff and external clients.

This job description does not represent an inclusive list of all duties encompassed in this position.

Job Responsibilities

- Delivers group and individual instruction and training covering a range of technical, operational areas.
- Facilitates instructor-led sessions to internal audiences for defined areas of need.
- Creates, reviews and edits documentation and training materials.
- Conducts needs analysis to confirm appropriateness of learning objectives.
- Develops, implements and delivers training programs for varying levels of individuals.
- Assists in the analysis, design, and evaluation of training programs.
- Creates participant manuals and facilitator manuals based on the analysis and design of the program.
- Facilitates, schedules and organizes training events and information sessions for employees.
- Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Development, facilitation, and routine review of individualized employee and team specific study and learning plans and programs.



- Coordinates or performs administrative functions necessary to deliver and document training programs.
- Evaluates effectiveness of training and development programs and utilizes relevant evaluation data to revise or recommend changes in instructional objectives and methods.
- Assists in analyzing and assessing training and development needs for departments and employees.
- Maintains records of trainings, attendees and files appropriate paperwork as to successful completion of training.
- Develops, expedites, and maintains files, records, and other documents.
- Maintains a good communication with co-workers and maintains a positive and professional work environment.
- Tests trainees to measure progress and to evaluate effectiveness of training.
- Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related results as required.
- Other duties as required.

Minimum Qualifications

- Bachelor's degree in Education, Training and Development or Instructional design
- Master's degree in Educational Psychology or Organizational development preferred
- 3-5 years of training experience
- Certified Professional in Learning and Performance preferred (CPLP) preferred
- Valid driver's license.
- Must be able to successfully pass a background investigation.

Additional Eligibility Requirements

- Ability to obtain Associates in General Insurance (AINS) designation within the first two years of employment.

Knowledge/Skills/Abilities

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of human behavior and performance; individual difference in ability, personality and interests; learning and motivation; psychological research methods
- Knowledge of records management and basic accounting procedures.
- Knowledge of teaching and facilitation skills.
- Knowledge of training and development.
- Knowledge of area of specialty.
- Organizing and coordinating skills.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in developing and using instructional aids and plans.
- Ability to determine training objectives.



AMERIND Risk

Tribes Protecting Tribes

- Ability to interpret and analyze informational needs, and provide technical advice and guidance.
- Ability to create, compose, and edit written materials.
- Ability to analyze and solve problems.
- Ability to gather data, compile information, and prepare reports.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to write reports and business correspondence.
- Ability to apply basic mathematical skills.
- Ability to interpret a variety of instructions furnished in written and oral form.
- Ability to work independently and meet strict time lines.

Working Conditions & Physical Demands

- Typical business office setting with moderate noise level.
- Must be able to sit for work at a computer and phone for more than 6 hours per day.
- Must be able to stand for long periods of time when training.
- Must be able to speak clearly.

Physical Exam

Not required for position.

Hiring of AMERIND employees is subject to 7(b) of the Indian self-determination act. (25 U.S.C 450e(b)), which requires that, to the greatest extent feasible, preference and opportunities for training and employment shall be given to Native Americans and Alaska Natives.