

POSITION TITLE:	Education and Training Specialist
AREA	Miramar, Florida
REPORTS TO	Executive Vice President
CLASSIFICATION:	Temporary 6 months CONSULTANT
SALARY RANGE:	\$6,000.00 to \$8,000.00 per month
NO. OF POSITIONS	1

1199SEIU is Florida's largest progressive healthcare union. The Florida Region represents healthcare workers at more than 100 nursing homes and hospitals across the state in some of Florida's largest for-profit healthcare chains and academic institutions, including HCA (Hospital Corporation of America), Tenet/Steward, Airamed Health Services, Bedrock Care, and the University of Miami Hospitals and Clinics - UHealth.

1199SEIU Florida is seeking applicants for an Education and Training Specialist. The Education and Training Specialist role will contribute to the Florida Region's efforts to cultivate a portfolio of educational programs and/or initiatives that aim to enhance the member experience. These programs are based on the needs and interests of our diverse membership, including but not limited: workforce development (e.g. career skills), personal development (technology and language skills) and community outreach (e.g. leadership and organizing skills). The Education and Training Specialist will cultivate relationships with academic institutions and/or community-based organizations, industry, and agency providers to implement the program.

The ideal candidate will be experienced in maintaining and developing a training program that provides tools and activities, using different teaching formats, to enhance understanding and mastery of a wide range of topics. The ideal candidate will have a background in adult learning strategies and how to employ them effectively with adults who have varying levels of education and experience. Additionally, grant writing experience is preferred.

Key Duties and Responsibilities:

- Connect the concepts and theories of training contents to the real work and mission of 1199SEIU Florida.
- Responsible for the coordination of curriculum development and delivery.
- Implement specifically assigned training programs working closely with subject-matter-experts.
- Facilitate and/or maintain both classroom and web-based training.
- Collaborate with colleagues to develop and distribute marketing materials.

- Provide oversight and record-keeping to monitor the effectiveness of programs.
- Write and present summary reports of progress to Directors, Officers, Staff and Members as appropriate.
- Assist with grant research and application process.
- Perform other duties as required.

General Information:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties.

All interested persons meeting the minimum qualifications are encouraged to submit a resume and cover letter to the jobs@1199.org.

1199/SEIU is an equal opportunity employer.