



Talent Management



TEAM ASSOCIATE OPPORTUNITY

Job Title: Talent & Learning Development Intern
Status: Part-time – 15 hrs virtual/on-site per week
Reports To: Talent Relations Manager
Location: Houston, TX
Closing Date: Final Internship Class Session

About edOpp Solutions LLC

Our purpose is to change the way organizations operate, people work, and communities exist. Everyday edOpp Solutions LLC commits to working with purpose. We partner with organizations seeking to attract, hire, train, and retain a high performing workforce.

As the total solutions provider for businesses, nonprofits, government agencies, and K12/higher education, edOpp provides an array of workplace learning and business strategy solutions designed to transform purpose, people, processes, and performance.

Our craft, expertise, and passion integrate learning and strategy seamlessly into any organization. Our team brings over 30 years of industry experience and delivers a track record of proven results to transform **Workplace Learning**, innovate **Business Strategy**, optimize **Digital Learning**, and impact **Workforce Development**.

With quality services and sound business practices, we are recognized as the AMA Marketer of the Year 2016 for Business-to-Business, AMA Marketer of the Year 2017 for Nonprofit, ACT® Career Solutions Provider, Women Business Enterprise (WBE), Minority Business Enterprise (MBE), and Texas Historically Underutilized Business (HUB) through the City of Houston. We are also Small Business Enterprise (SBE) certified with METRO Houston and Port of Houston Authority.

The Team

Play a vital role at edOpp as you demonstrate to our clients why edOpp is an innovative industry leader in workplace learning and business strategy. You'll be behind the scenes in creating innovative, interactive, and intensive learning experiences for a diverse client base.

We are currently seeking a Talent & Learning Development Intern excited to own strategic projects in HR, learning and development, and talent management for edOpp and our clients.

The Opportunity

You: You're a motivated, results-oriented professional with tech savviness and creativity to design learning experiences that stimulates learner engagement and achieves course outcomes. Your development of edOpp's transformational learning courses and programs will meet the needs of the diverse clients and audiences we serve.

Your purpose: We will count on you to assess the learning and HR performance, goals, and strategies of our company and client projects. You will research, design, and develop innovative and practical learning solutions that support the



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Discover Learning & Strategy at Work: www.edoppsolutions.com

It is the policy of the edOpp Solutions to provide equal employment opportunities without regard to race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation or veteran's status.



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needs of both the business and the learners, while also updating and repurposing existing learning content. At the conclusion of the internship, interns will provide senior management with a professional presentation sharing project overviews, findings, and future recommendations.

Your work:

- Assist in data collection, data entry, and analysis of the employee lifecycle from recruiting through training and retention
- Create job aids, communications, and manuals to support the talent management process
- Build job descriptions, applications, and organizational charts within the talent planning workflow
- Support talent projects related to behavioral competencies, diversity and inclusion, career pathing, and leadership development
- Update and maintain company talent management strategy and recruiting cycle
- Create and/or deliver formal and informal half-day, one-day, or multi-day classes, workshops, seminars and learning experiences in a defined topic to meet the needs of an identified employee population or client group.
- Assist in the development of strategies and approaches for new learning initiatives.
- Identify instructional objectives and map to relevant instructional material.
- Select instructionally relevant images for instructional material.
- Provide copyediting on course content.
- Perform Quality Assurance product reviews to maintain updated curriculum database and training records.
- Coordinate classroom training with team and clients including class schedule, location, date/time, and materials.
- Identify internal and external training programs to address competency gaps.
- Complete tasks within agreed upon schedules.
- Review documents with stakeholders and revise as necessary.
- Perform related duties as assigned.

EXPERIENCE

One (1) year of relevant experience in human resources, content development, talent management, or employee learning.

EDUCATION

Working towards Bachelor's Degree in Human Resources or related field

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of adult learning theory and practice, facilitation and training techniques, and instructional design methods.
- Knowledge of human resources and talent management theory and practice
- Must be able to create instructional products with extremely high attention to detail and accuracy, and work within a team environment.
- Must be able to interact with internal team members and external stakeholders in a problem-solving, constructive manner.
- Must be able to perform multiple concurrent tasks.



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- Demonstrated skill in the development of training content, and the ability to translate theoretical/conceptual information into clear and easily understood terminology.
- Requires the application of effective written and oral communication skills to effectively create and facilitate workshops, training sessions, and training materials
- Tech savvy, proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive, Adobe Suite
- Possess good organizational and planning skills
- Ability to meet deadlines for multiple projects
- Ability to contribute and present innovative ideas for new curricula with new demands from industry
- Comfortable training in a corporate environment with the ability to interact professionally with corporate clients desired.

PHYSICAL DEMANDS/WORKING CONDITIONS

This is a physically demanding position in a fast-paced environment that requires constant and repetitive movement of fingers, hands and wrists. To be successful in this position, you must be able to:

- Work in a sitting position for long periods of time (up to 6 hours) at the computer
- Occasional lift, carry, and transport boxes, bags, or carts of at least 25 pounds of training materials, supplies and/or technologies
- Occasional lift, carry, and move tables and chairs for various room configurations
- Bend, stoop and reach items frequently weighing up to 25 pounds
- The noise level in the work environment is usually moderate to loud
- Must be willing to work a flexible schedule including day, evening and/or weekend hours to accommodate for various class schedules
- Must have a valid driver's license and reliable transportation for frequent travel to and from client locations locally or regionally.

ELIGIBILITY

This is a part-time internship and we require that you bring your own computer to complete internship projects and tasks. While the internship is unpaid, we can provide academic credit and a stipend based off job performance. Candidates should maintain a positive attitude under pressure, exhibit a strong work ethic, and enjoy working with a wide range of personalities. Most importantly, the candidate should be flexible and willing to take on multiple tasks in a start-up, fast-paced environment. This internship will benefit someone who is interested in talent management, recruitment, human resources, or organizational development.



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