



## Team Opportunity

**Job Title:** Strategic Workplace Learning Facilitator  
**Status:** Independent Contractor (as needed)  
**Reports To:** President  
**Pay Range:** \$30-\$40 per hour  
**Location:** Houston, TX (hybrid)  
**Closing Date:** Open Until Filled, Adjunct Pool

## Meet edOpp

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, 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 front and center in delivering innovative, interactive, and intensive learning experiences for a diverse client base. We are currently seeking a **Strategic Workplace Learning Facilitator** that can create and deliver the edOpp learning experience aligned with our company's purpose, philosophy, and learning methodology.

## The Opportunity

**You:** You're a dynamic and innovative facilitator who is comfortable in a corporate setting facilitating to various client groups with all levels of employees (e.g., trainees, apprentices, entry-level, managers, executive leadership) from a variety of workforce sectors and industries.

**Your purpose:** As the need arises, we will count on you to deliver innovative, intensive, interactive, and innovative learning experiences in a virtual and/or onsite classroom environment for subjects at the novice, intermediate, or expert level.

### Your work:

- Delivers formal and informal half-day, one-day, or multi-day facilitation/training classes, workshops, seminars and learning experiences in a defined area of expertise to meet the needs of an identified employee population or client group
- Provide a safe, thriving, and respectful learning environment for all employees
- Establish rapport and professional relationships with employees and/or client groups to encourage participation
- Share personal experiences and stories relevant to the subject matter to further support what you facilitate
- Implement engagement techniques or formats, such as role playing, simulations, team exercises, group discussions, live-polling, or videos to create a transformative in-person and/or virtual learning environment
- Drive company and/or client group brand values and learning philosophy through all training and development activities
- Utilize a variety of training methods and materials which are appropriate for employee population or client group
- Maintain updated awareness of developments in your subject matter area
- Continually improves the quality of training by researching and utilizing innovative methodologies, techniques, and delivery methods
- Exercise open, professional, and respectful communication with client partners, participants, and edOpp team
- Evaluate participants to measure their progress in achieving training/course objectives and inform participants promptly of their progress.
- Prepare training evaluation report and analysis to be submitted to edOpp's leadership team
- Attends meetings, training, and orientations as required
- Performs other related duties as assigned

### Experience

8+ years of professional work experience in HR, Business, and/or Education in positions of increased responsibilities. Coaching, management, or leadership experience preferred.

### Education

Bachelor's degree or higher from a regionally accredited institution is required. Additional certification(s) in subject matter area or industry assessment(s) preferred. Masters or doctoral degree preferred.

### Knowledge, Skills, and Abilities

- Knowledge of adult learning theory and practice, facilitation and training techniques, and instructional design methods
- Apply critical, theoretical, and practical knowledge of the subject matter
- Must be comfortable training in a corporate environment with the ability to interact professionally with corporate clients
- Mastery of appropriate teaching, group facilitation, audience engagement, and mediation skills



- Ability to connect learning with the application, create learning context, provide solutions, understand course materials
- Communication skills to convey key concepts, actively listen, question, and summarize to elicit the sense of the group
- Motivation skills to optimize learning performance of the individual and on group level
- Excellent interpersonal and presentational skills to communicate and engage with diverse audiences
- Requires the application of effective written and oral communication skills to effectively create and facilitate workshops, training sessions, and training materials
- Experienced in teaching in an online setting using applications such as Zoom, Microsoft Teams, Adobe Connect, D2L Brightspace, WebEx, and similar technical applications
- Integrates technology into the learning experience such as live polling, Twitter Chat, YouTube videos, mobile learning, etc.
- Proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive
- Ability to meet deadlines for reports and other required paperwork

## 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 standing position for long periods of time (up to 8 hours) facilitating classes
- 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.

## What's In It For You?

At edOpp Solutions, we believe in supplementing your career through aligning purpose, people, processes, and performance. To do this, we strive to cultivate a positive culture that focuses on the well-being of our team. As a new member of our team, we offer our employees a culture that consists of loyalty and performance over experience. We invest in developing people through high-quality programs, effective coaching, and ongoing professional development.



# Talent Management



When you choose to work at edOpp, you are part of our #TeamEdOpp. You will work alongside team members who set and reach ambitious goals every day, be excited to continue to grow with edOpp, and work relentlessly to transform people and organizations through learning.

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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