



Talent Management



TEAM OPPORTUNITY

Job Title: Learning and Development Associate
Status: Part-time (at least 30 hours per week)
Reports To: Learning Coordinator
Pay Range: \$12-15/hr
Location: Hybrid in Houston, TX

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, 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 client/community partners why edOpp possesses the capabilities to deliver transformational, results-driven learning experiences and programs. We are currently seeking a **Learning and Development Associate** who is driven by a desire to help others learn and grow.

THE OPPORTUNITY

You: You are passionate about empowering people with specific skills to enhance their professional growth and drive better business performance. You are a people-person with a keen ability to execute on a learning and development process that yields results. You understand the impact of what it means to plan, organize, develop, and deliver



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832.429.7049 | Email: team@edoppsolutions.com

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

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transformational learning experiences and programs. You have experience with project management, program design, and see things through to completion. You believe that every day is full of exciting challenges and opportunities to help our learners and client partners work with purpose.

Your purpose: For 30 hours per week, we will count on you implement both internal and external L&D projects, support Workplace Learning and Talent Management initiatives, and serve as the liaison between edOpp and our CORE team, Strategic Learning Facilitators, and client partners.

Your work:

- Curate and design workplace learning experiences and materials for multiple delivery methods, including remote learning, classroom learning, interactive e-learning modules, videos, teambuilding events, and corporate retreats in an engaging manner that is inclusive of various adult learning styles
- Oversee project documentation and attend project meetings to identify any impact to learning content/experiences and make recommendations on changes to learning programs based on impact analysis
- Reviews and continuously improves learning content by leveraging feedback from learners, client partners, and internal team to align with learning outcomes and ensure effective content
- Analyze and apply trends and best practices in learning technologies and instructional design
- Ensure implementation of policies and practices by developing and maintaining standard operating procedures for deployment of learning programs
- Creates forms, surveys, questionnaires, sign-in sheets using various applications
- Logs, scans, and inputs participant training records and evaluations using Excel, LMS and CRM platforms
- Maintain updated learner attendance and learner assessment records, create reports, and end of class certificates
- Partner with Learning Facilitators to ensure the effective delivery of learning experiences, review client feedback and provide recommendations, identify learning materials and tools to enhance the learning or teambuilding experience
- Facilitate virtual sessions for CORE team members to foster career development in leadership, communications, innovation, teambuilding, and social events/exercises as needed
- Serve as a backup to all learning and development activities (e.g. conducting new hire Talent Day, orientation, onboarding, and scheduling ongoing internal learning programs)



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Associate General Duties:

At any time, all associates must work as a team to get the job done for the clients/community partners and learners we serve. This translates to helping complete general office and function of the business duties such as:

- Builds positive relationships with edOpp core team, our team of contracted learning facilitators/coaches, and our client/community partners to support planning and coordination of workplace learning/workforce development programs
- Maintains knowledge of testing schedule and serves as proctor to administer computerized testing for learners, as needed
- Performs office administration and clerical duties such as filing, copying, faxing, preparing training workbooks, running errands for supplies, making travel arrangements, maintaining a professional workspace for the team
- Travel onsite for client/community partner learning experiences, as needed
- Schedule, organize, and participate in team and client/community meetings/events
- Create and manage project plans/timelines to complete tasks within agreed upon schedules
- Participate in on-going training to develop instructional design and content development skills
- This job description is not intended to be all inclusive; the employee will also perform other reasonably related business/job duties as assigned

EXPERIENCE

3+ years of previous experience in similar training or organizational development role required. Proven knowledge of content and training development and execution. Previous experience in instructional design a plus.

EDUCATION

Associates or bachelor's degree from a regionally accredited institution required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Tech-savvy, proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive
- Excellent time management and organizational skills
- Strong written and verbal communication skills
- Eye for quality and consistency and strong attention to detail
- Comfort with public speaking, leading, and managing a virtual classroom



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- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Employs critical thinking to identify barriers or issues, and makes recommendations for process improvements and/or problem resolution
- Openness to coaching and feedback with ability to incorporate for improvement of learning content and/or delivery
- Ability to work with diverse, multi-disciplinary, and virtual/remote teams
- Ability to work with subject matter experts to understand training needs
- Ability to meet deadlines for classes, reports, and other required paperwork
- Ability to contribute and present innovative ideas for new processes and procedures
- Ability to maintain a flexible work schedule to meet the shifting priorities and demands

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:

- Must be willing to work a flexible schedule including day, evening, and/or weekend hours to accommodate for various client partner training needs
- Work in a sitting position for long periods (up to 6 hours) on a computer
- Ability to lift the phone, hold, and listen to it for extended periods
- Constantly operates office activities (e.g., filing, keyboarding, computer research, reading, writing). Such activities may also include the use of office equipment (e.g., telephone, computer, scanner, printer, desk, cloud storage).

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.

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.



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