



EDULOG

TRAINING ASSOCIATE

WHY WORK WITH EDULOG

EDUCATION LOGISTICS (“Edulog”) offers exciting opportunities to enhance your career as part of an industry-leading software company. As an employee at Edulog, you will join teams that improve student transportation systems through our innovative technology, across the U.S. and internationally. You will have the opportunity to gain invaluable experience in the software industry, allowing you to grow professionally and move interdepartmentally as your skills develop. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

SUMMARY & OBJECTIVE

The Training Associate (Trainer) position fills an important client-facing and internal role for Edulog. The Trainer will assist in training new and existing clients. This also includes attend client meetings, assist in creating training resources, and assist in developing measurable objectives aligned with product development. Edulog trainers champion a unique proprietary suite of software products and are core contributors to the direct success of Education Logistics’ Operations. You will have the opportunity to gain invaluable experience in the software industry while helping improve the student transportation system through our leading-edge technology. Training for the position will be provided.

DUTIES & RESPONSIBILITIES

- Conduct instructor led and student centric training with current and new Edulog clients, both remotely and face-to-face (on-site) at business locations.
- Collaborate with Sales and Customer Engagement teams for training initiative.
- Recommend, learn, and deliver effective instructional methods and technologies aimed at bringing the content to life for a variety of adult learners.
- Assist in developing training materials for assigned product training, which include training resource guides, lesson plans, slide presentations, and other training curriculum as needed.
- Occasional travel to various U.S. cities and client locations.

SKILLS & QUALIFICATIONS

- Training, communications, education, or related bachelor’s degree.
- 1+ year training experience or related work experience equivalency.
- Proficiency using Microsoft Office Suite.
- Training delivery use of video conferencing tools and in- person presentations.
- Articulate and accurate written communication skills.
- Professional, welcoming, and friendly interpersonal communication that connects with customers and staff.
- A coachable attitude with an ability to learn quickly and master/teach new training concepts.
- Valid driver’s license, criminal record clearance, and clear driving record during past five years required for in-state and regional travel.

TO APPLY: Visit our website at <https://www.edulog.com/careers/> to complete an application, and submit your cover letter and resume.