



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 the onboarding of team members and train new and existing clients. This includes client consultation, conducting training needs analysis, and 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.

DUTIES & RESPONSIBILITIES

- Collaborate with colleagues, department heads and product/program managers in order to design and improve training materials.
- Conduct instructor led and student centric training with current and new Edulog clients, both remotely and face-to-face (on-site) at business locations.
- Conduct regular needs analysis pertaining to training and development.
- Collaborate with Implementation, Sales, and Customer Experience teams for training initiatives at headquarters and conferences.
- Recommend, learn, and deliver effective instructional methods and technologies aimed at bringing the content to life for a variety of adult learners.
- Develop training materials for assigned product training, which include training resource guides, slide presentations, training checklists, demo scripts, and other training curriculum as needed.
- Occasional travel to various U.S. cities and client locations.

SKILLS & QUALIFICATIONS

- Training, instructional design, communications, education or related bachelor’s degree.
- 1+ year training experience or related work experience equivalency.
- Experience with Learning Management Systems.

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Education Logistics, Inc. is an equal opportunity employer.



- Proficiency using Adobe Suite of products, Microsoft Office Suite and/or other instructional design and development applications.
- Experience conducting needs analysis, project management, and course development.
- Training delivery skills including document production and use of video, web-based and in-person presentations.
- Articulate and accurate written communication skills.
- Professional, welcoming, and friendly interpersonal communication that connects with a diverse range of clientele including remote customers, in-house management, 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.