

LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Training and Development Manager (Human Resources)

REPORTS TO: Vice President, Human Resources

LOCATION: LISC Headquarters Office, New York, NY

CLASSIFICATION: Full Time/Exempt

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Overview

The Training and Development Manager is responsible for designing and delivering customized, interactive training for staff at all levels in the field of Human Resources and Labor Relations.

Responsibilities

- Customize and instruct LISC's core management training.
- Deliver and routinely update a comprehensive monthly orientation program for all new hires.
- Deliver and routinely conduct workplace flexibility training to managers and staff on telecommuting best practices.
- Work with subject matter experts or other source materials to create new training content.
- Design and continually revise semi-annual master training schedule for postings on (Jostle) the organizations intranet site.
- Access and coordinate internal and external training resources to meet existing and emerging training needs.
- Create and maintain an electronic training database of training records for every employee and produce statistical reports.
- Develop and administer evaluation instruments that measure training effectiveness.
- Design and continually revise annual training catalog, including course descriptions, incorporating mandated training requirements for each job category.
- Collaborate with internal and external business partners to implement training strategies and policies to improve internal processes that meet mandatory requirements.
- Continually assess employees' learning needs in relation to the organization's goals, including conducting annual focus group discussions with managers, supervisors and line staff.
- Oversee and manage the organization's Tuition Reimbursement program.
- Assists the VP for Human Resources on special projects including research.
- Stay abreast of all state and federal guidelines as it pertains to Human Resources.
- Performs other duties as assigned by VP for Human Resources.

Qualifications

- A Bachelor's Degree from an accredited college or university in a related discipline
- A minimum of 7 years' employment experience delivering, designing and presenting corporate training programs to small, mid-size and large audiences.
- Certified corporate training certificate preferred.

- Experienced in delivering training in all of the following subjects: Workplace Flexibility (Telecommuting), Interviewing Techniques, Management/Employee Development, Anti-Harassment, Wellness, Equity, OSHA, Organizational Effectiveness, Performance, State and Federal Labor Relations training disciplines and more.
- Experience working in a workplace flexibility environment.
- Must have a sense of humor.
- Must be confident and have the ability to engage an audience effectively.
- Strong analytical skills.
- Proficient computer skills, including MS office.
- Must be capable of working effectively in a team environment.
- Exceptional communication, presentation, organizational and interpersonal skills.
- Strong project management skills / demonstrated knowledge of instructional design.
- Strong consulting and problem-solving ability combined with excellent interpersonal skills.
- Flexible for national business travel (estimate 10% annually).

Application:

Please include RESUME and COVER LETTER to: employment@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.