
Highrise Consulting, Inc. (www.highriseconsulting.com) is seeking **Training Coordinator** to work onsite full time at NIH (National Institutes of Health) facility in Bethesda, MD (Rockledge Drive Campus). To apply, send resume to careers@highriseconsulting.com - please include 'Training Coordinator' in the subject of your email.

Referral Bonus: \$2000 (candidate must be continuously employed with Highrise for 3 months).

MAJOR PURPOSE OF THIS JOB: Training Coordinator to lead training activities for our federal client through comprehensive training program for the federal grants management systems and processes. The Training Coordinator will be responsible for working with the federal management and contractor team to manage, design, develop, coordinate and conduct all training activities for internal staff. Training experience in a federal space is preferred. Knowledge of federal grants processes and systems is a plus.

JOB DUTIES AND RESPONSIBILITIES:

- Devise technical training programs according to organizational requirements for various processes and systems within the Federal Grants lifecycle.
- Produce training schedules and classroom agenda
- Determine course content according to objectives
- Prepare training material (presentations, worksheets, datasets, step-by-step training guides, etc.)
- Coordinate with supporting system development teams to ensure access, data, environment stability, etc.
- Execute training sessions, webinars, workshops etc. in groups or individually
- Keep and report data on completed courses, absences, issues etc.
- Observe and evaluate results of training programs
- Determine overall effectiveness of training and make improvements

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Proven experience as technical trainer
- Hands-on experience coordinating multiple training events in a federal government space
- Knowledge of modern training techniques and tools in technical subjects
- Experience in designing technical course content
- Ability to address training needs with complete courses
- Working knowledge in MS Office (especially PowerPoint)
- Outstanding communication skills and comfortable speaking to crowds
- Excellent organizational and time-management abilities
- Extensive knowledge of instructional design theory and implementation
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Advanced organizational skills with the ability to handle multiple assignments
- Must be able to pass a background investigation and qualify for a Public Trust clearance.

EDUCATION AND TRAINING REQUIREMENTS:

- Bachelor's degree in a related field is required

Highrise Consulting, Inc. is a growing small Information Technology (IT) company headquartered in Bethesda, MD. Our goal is to provide our clients with the best technology services that contribute to building the most powerful, reliable and cost-effective solutions in the IT industry. Our company has established excellent working relationships with the Department of Health and Human Services (DHHS) and the National Institutes of Health (NIH), and formed strong partnerships with many leading IT businesses in the Health Services industry. We are committed to success and are continuously seeking to develop new opportunities across the public sector and beyond.

Benefits Summary:

- Health Insurance Plans from Blue Cross and Blue Shield (CareFirst)
- Dental and Vision Benefits from Blue Cross and Blue Shield (CareFirst)
- Life, Short and Long Term Disability Insurances
- 401K Plan with Company Matching
- Paid Vacation and Sick Leave
- Paid Holidays
- Flexible Spending Accounts support for Health, Travel, and Dependent Care expenses
- Profit Sharing

Highrise Consulting provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Highrise Consulting complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company does business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We are proud of our diversity and encourage veterans to apply. EOE M/F/D/V

Highrise Consulting, Inc. participates in the E-Verify program as required by law. [Learn more \(http://highriseconsulting.com/everifyposter.pdf\)](http://highriseconsulting.com/everifyposter.pdf).

Highrise Consulting, Inc. reserves the right to change any or all the above benefits from time to time. Highrise cannot be held responsible if one of the listed benefits has been modified, deleted, or otherwise changed.