



Training and Development Specialist Job Description

[The Water Tower](#), a nonprofit water innovation and research center in Buford, GA, is currently seeking a **Training and Development Specialist** who can work with water-related Subject Matter Experts (SMEs) to develop and manage a suite of instructional courses that can be used for secondary education curriculum, skilled trade professional development courses, and other STEM instructional materials necessary for in person and on-line courses.

Mission

The mission of The Water Tower is to be a hub for solutions in research, technology, training and engagement for water utilities ensuring access to safe, affordable and resilient water services. The Training and Development Specialist will directly contribute to the success of The Water Tower through developing courses for individuals to take in order to secure or advance their career in the water industry, ultimately serving utilities nationwide who are in critical need of qualified candidates.

Duties and Responsibilities

The Training and Development Specialist will be responsible for:

- Collaborating with the TWT team to develop course materials to support our workforce development programming
- Developing and maintaining relationships with the Department of State in order to gain approval for new course materials to meet trainee continuing education (CE) needs
- Developing surveys and gathering input to ensure training programming meets the needs of the water industry from skilled trades to advanced engineering
- Collaborating with the team to develop secondary school-focused STEM specialty programs to occur over the summer and/or special field trips during the school year
- Coordinating The Water Tower's application to be a State-certified training facility to ensure grants are available to trainees
- Supporting social media, grant writing and events to garner support for educational programming
- Performing other duties as assigned or directed to meet the goals and objectives of the organization

Required Qualifications

- Proactive, motivated individual with excellent interpersonal skills
- Very detail-oriented and thorough
- Sufficient understanding of the theory and design of curriculum and training materials

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- Ability to work with SMEs and school/training curriculum guidelines to develop relevant course materials

Minimum Requirements

Candidate must possess a Bachelor of Science Degree in Education Sciences or other relevant degree, and two years relevant experience. Master's Degree can count for years of experience.

Additional Information

The position can be part time, full time, or contractor position based on candidate expertise and TWT needs.

Compensation based on experience. The Water Tower uses a qualified small employer health reimbursement arrangement (QSEHRA) program.

Due to the nature of the position, 75% in-person, onsite work required at The Water Tower, with the opportunity for up to 25% remote work.

Apply

To apply for this position, send your resume to melissa@theh2otower.org. Cover letters are optional but encouraged.