



Technical Training Coordinator, Green Jobs Academy

Full Time
Marlborough, MA, US
Requisition ID: 2318

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SUMMARY

The Technical Training Coordinator is responsible for developing and implementing effective course curriculum and design for traditional, hybrid, and online learning platforms. This position is also tasked with implementing cutting edge and best practice tools to achieve and measure student learning outcomes.

As a program of South Middlesex Opportunity Council (SMOC), Green Jobs Academy (GJA) is an IREC-accredited and DOE-approved training center specializing in residential weatherization trainings. Along with hands-on training simulations in our new state-of-the-art training facility, GJA provides online and classroom trainings to fulfill continuing education units (CEUs) for MA Construction Supervisor License and Business Performance Institute (BPI).

PRIMARY RESPONSIBILITIES

- Remain current on the Weatherization Assistance Program (WAP) rules and regulations, the relevant Standard Work Specifications (SWS) and Job Task Analysis (JTA) guidelines, as well as state-specific requirements within New England.
- Provide program and curriculum assessment with focus on continuous improvement of user experience and back-end support for the online learning platform.
- Review, evaluate and update existing in-person training curriculums and develop instructional materials for new initiatives to ensure all courses are in accordance with current system-wide best practices.
- Conduct technical trainings, as required.
- Research, assess and develop course and program assessment methods.
- Collect and evaluate student assessment and success data to measure student learning outcomes.
- Update website regularly with new content and coordinate with program team on social media outreach.
- Attend or present at local or regional conferences on behalf of the program.
- Assist with recruitment and onboarding of new instructors, trainers and proctors.
- Work with program team to identify and fill gaps in the overall program based on feedback from key stakeholders.
- Participate in supervision, SMOC committees and multi-disciplinary teams, as required.
- Engage all clients by understanding and addressing their needs whether within or outside the scope of work.
- Lead and participate in team meetings and communicate effectively with clients and staff in other areas.
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements.
- Ensure compliance with program/department/funder requirements, and SMOC policies & procedures.
- Other duties, as assigned.

We are an equal opportunity employer committed to diversity in the workplace.

KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's degree and/or a minimum of 3 years work experience in the weatherization field.
- Advanced web design skills and experience with online learning platforms (e.g., WordPress, Moodle).
- Proven skills in remote or distance learning software.
- Knowledge building science, building construction, and building safety strongly recommended.
- Willingness to become proctor-certified for BPI online/written testing with interest in training, a plus.
- Demonstrated team player with optimistic demeanor and ability to multi-task.
- Excellent communication skills both verbally and in writing.
- Advanced computer skills including but not limited to Microsoft Office 365, email marketing software, social media platforms.
- Reliable transportation, valid driver's license and ability to meet insurance standards, required.

ORGANIZATIONAL RELATIONSHIP

- Directly reports to Program Manager, Green Jobs Academy.
- Indirectly reports Division Director, Energy Conservation & Loan Assistance Programs.
- Direct reports of this position are none.
- Indirect reports of this position are none.

PHYSICAL REQUIREMENTS

- Must be able to travel to local and regional area meetings via personal vehicle.
- Must be willing to travel on a limited basis to national trainings or meetings.
- Must be able to sit or stand for a prolonged period.
- Must be able to operate a computer and complete extensive paperwork.

WORKING CONDITIONS

As part of the responsibilities of this position, the Technical Training Coordinator, Green Jobs Academy will have direct or incidental contact with clients served by SMOC in various programs funded or administered through the Executive Office of Health and Human Services. A successful background check is required.