

Training Specialist

Duties/Responsibilities: The Training Specialist is responsible for ensuring a quality training experience for all of COAD'S in-state and out-of-state customers. This individual is part of a team that provides a curriculum based on high-quality energy conservation. Continuous improvement of course curriculum will be accomplished through field evaluations and educational comparative assessments.

Qualifications:

- 2 Years of hands-on experience working with construction, HVAC, Weatherization, or Building Diagnostics in residential structures.
- Experience with power tools.
- Able to present to a classroom of adult student learners and work one-on-one with student.
- Ability to communicate with people on all socio-economic levels.
- Possess a valid Ohio driver license, dependable transportation, and vehicle liability insurance and be insurable through COAD's insurance policy.
- Ability to lift 60lbs 40 inches above the floor.
- Ability to move freely, work and provide brief instruction in confined spaces such as a crawl space or an attic in a residential structure, multi-family dwellings, or a mobile home.
- Attend meetings, seminars, and job-related training.
- Good reading and technical writing skills.
- Willing to travel both in and out of state for 1-5 days at a time.

Education:

High School Diploma is required. Advanced training or some college is preferred.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office, familiarity with PowerPoint is a plus.

- (1) **Resume**, (2) **cover letter** and (3) **three references** must be received by **Friday 1/10/20** at 5pm by mail or email to:

COAD Professional Development Programs Manager

Teri Combs

PO Box 787 Athens, Ohio 45701

Or By email: tcombs@coadinc.org