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| Requisition Number | 15-0060 |
| Post Date | 2/12/2015 |
| Title | Education Services Facilitators (ESF) |
| Work Hours | Standard Office Hours |
| City | San Diego |
| State | CA |
| Job Description | Educational Services Facilitator  Zeiders is an industry leader in military and family support. Our company's reputation is based on providing top quality service with exceptional, dedicated employees. This approach has earned client confidence and repeat business from satisfied customers. Headquartered in Woodbridge, VA, Zeiders has approximately 1000+ employees supporting clients worldwide in behavioral health, military family resiliency, work-life education programs, and related services. We seek individuals with strong passion for what we do and our commitment to quality service.  Principal Responsibilities: Education Service Facilitators (ESF) provide curriculum development, training, and program oversight services in support of Fleet and Family Support Program (FFSP) education and training programs. Programs include deployment and mobilization readiness support; relocation assistance; and life skills education. Other responsibilities include:  • Provide a wide range of programs and services at the Fleet & Family Support Centers, at commands and in the community • Conduct classes and presentations on Command and Family Readiness programs for service members and family members. • Conduct presentations related to life skills education. • Provide specific information on available resources for service members and family members. • Conduct one-on-one consultations with clients when appropriate.  • Develop training based on needs identified through program evaluation, needs assessments, and survey data.  • Market programs including networking with other agencies which provide services to military families. • Train other staff members in education and training program delivery. • Use focus groups, surveys, and personal interviews to evaluate effectiveness of FFSC marketing programs  • Recommend changes to programs to respond to changing challenges faced by military members and their families. • Participate in the Return and Reunion Program • Occasional evening and weekend work is required to support family education and command events.  Required Qualifications:  • Bachelor’s degree in education, human/social services or related field and 2+ years of experience providing adult education/trainings and training development work;  OR 4+ years of experience providing adult education/trainings and training development work.  • Experience in interpreting program evaluations, needs assessments and survey data to implement changes in program delivery and marketing planning. • Experience in conducting presentations for teens and adults in various venues and using variety of presentation styles • Experience in conducting one-on-one consultations with adults • Experience in training other facilitators in presentation skills/techniques.  Desired Qualifications:  • Knowledge of the military and the challenges of the military life style  • Experience in conducting presentations related to command and family readiness programs including relocation assistance, Navy support programs (sponsor, family care plan), and deployment readiness programs. • Experience in conducting presentations related to life skills education (anger and stress management, suicide prevention awareness, effective parenting, communications skills). • Knowledge of the tenets of adult education and in the development of training curricula based on the adult learning model  • Experience in working in a team environment  • Experience in managing multiple priorities while meeting deadlines  • Ability to use verbal and written communication skills effectively  • Experience in using social media for marketing and disseminating information. • Experience in working with Microsoft Office Suite software to include Outlook Calendar and email. Experience in using various software products to prepare management reports.  Other Skills and Abilities  All positions that require access to U.S. Government facilities and systems require U.S. Citizenship, and reliable transportation to travel to assigned locations and nearby facilities. |