

## **Training & Development Specialist**

**Place of Performance:** Dallas and Houston, Texas

A-Team Solutions is seeking a Training & Development Specialist for a **full time position** at a local government facility in Dallas, Texas and Houston, Texas.

### **Duties and Responsibilities:**

- Provide one-on-one assistance to JCEP participants including resume review, interview skills, job search assistance, referrals and personal contact with local employers.
- Provide encouragement, career mentoring and job counseling.
- Assess training needs through surveys, interviews with Soldiers, local employers, or consultation with managers and local Military leadership.
- Attend meetings and seminars to obtain information for use in training programs.
- Conduct program briefings at local armories and military events as needed.
- Schedule workshops based on needs and interests of participants and schedule classes based on availability of classrooms, equipment, and instructor.
- Attend job fairs, special networking events and local chamber of commerce meetings to help build community awareness and support of JCEP.
- Develop relationships with local employers to provide job opportunities for JCEP participants.
- Monitor, evaluate and record training activities and program effectiveness.
- Update database with case notes, updated resumes and participant information.
- Provide frequent and current job announcement emails for all JCEP participants.
- Monitor the JCEP working web site for new applications and review last contact dates to make sure all participants are contacted in a timely manner.
- Refer Service Members to appropriate military family readiness support representatives if warranted and coordinate support services from other agencies.
- Maintain appropriate and positive relationship with Texas National Guard Military leadership.
- Facilitate a hiring event once a month in an armory in your vicinity.
- Coordinate job applications and interviews for JCEP participants with local employers.
- Provide documentation of program success through articles, emails, pictures, and participant/employer interviews.
- Follow up with participants once they are employed to ensure that employment data is captured and ask that surveys be completed.

**Requirements:**

The JCEP Training & Development Specialists/ Case Managers (TDS/CM) shall have at a minimum a Baccalaureate degree, or with at least 5 years work experience. Appropriate supervisory and military experience is strongly recommended.

**Application Mechanism:**

To see this, and current vacancies, please visit [A-Team Solutions Job Listings](#)

***A-Team Solutions is an Equal Opportunity Employer***

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