



POSITION DESCRIPTION

Tech Dump, a division of Jobs Foundation, is a growing 501(c)(3) social enterprise providing job training and practical experience for adults facing barriers to employment to prepare them to be more valuable employees with an expanding future. We accomplish this through recycling (Tech Dump) and refurbishing (Tech Discounts) electronics at two locations in the Twin Cities.

TITLE: ITAD Training Specialist

REPORTS TO: Senior Director of ITAD Processing

LOCATION: Tech Dump HQ, 860 Vandalia St, St Paul (with occasional hrs in Golden Valley)

SUMMARY: This position will work with supervisors, Human Resources, and the EHS Specialist to identify training requirements and develop plans for training new and existing employees in areas related to ITAD (Information Technology Asset Disposition) processing. The ITAD Training Specialist will also be responsible for conducting training, tracking completion, and assessing competency of employees.

ESSENTIAL ACCOUNTABILITIES:

- Identifying Subjects for Training (~15% of time)
 - Work with management and other stakeholders to identify ITAD-related subjects to be addressed or areas in need of additional instruction.
 - Review existing training material and programs to suggest enhancements and modifications to improve engagement and learning outcomes.
- Developing and Updating Training Materials (~40% of time)
 - Organize meetings with management before preparing course materials to ensure a detailed understanding of training subjects and processes.
 - Actively seek current training methods and best practices to facilitate workplace training.
 - Create instructional material to be distributed via print, presentation, video, hands-on, or other useful mediums.
 - Ensure training materials and programs are current, accurate, and effective.
 - Advance equity and inclusion efforts, factoring in various learning styles and lived experience.
- Conduct or Facilitate Training (~30% of time)
 - Deploy a wide variety of training methods based on training material and subject matter.
 - Assist Human Resources with employee onboarding.
 - Conduct ongoing training to existing employees.
 - Use guest presenters if and when necessary.
- Track and Assess Educational Outcomes (~15% of time)
 - Collect information from department leads regarding how well employees retain information and use the concepts learned in training courses.
 - Administer tests, when necessary, after the completion of training courses to determine the effectiveness of training strategies.
 - Ensures training milestones and goals are met.

OUTCOMES OF THIS POSITION:

- Establish training programs for processes/procedures that are underdeveloped or nonexistent.
- Expand and improve delivery methods for training that can scale with employee growth and take into account multiple learning styles.
- Enhance the competencies of our employees to reduce errors and confusion in their work.
- Empower our employees to work confidently and grow professionally.

QUALIFICATIONS AND EXPERIENCE:

- Ability to work independently and as a contributing team member. Must be professional and courteous.
- Ability to communicate, motivate, and aid in the professional development of diverse populations of adults.
- Excellent organizational and multitasking skills, with strong attention to detail.
- High level of comfort using computers and various types of software (e.g. LMS systems, video editing, and content authoring software).
- Ability to quickly learn and adapt to new tasks, processes, and projects.
- Dedication to process improvement, to constantly make our business and operation better.
- Support of and ability to reflect the values of Tech Dump: Teamwork, Respect, Responsibility, Commitment, and Hope.

Additional Position Information:

- *Pay Range:* \$21-\$26/hour
- *Vaccination Requirement:* Must be fully vaccinated or have completed your 1st dose **prior** to your start date.
- *Benefits:* Full benefits package available after 60 days of employment including group health plan, employer HSA contribution, STD, LTD, and a retirement match. We also offer PTO, full 40-hour workweeks, paid holidays, and company apparel!
- *Classification:* Non-exempt, according to FLSA guidelines.
- *Physical Requirements:* The office environment includes regular standing, walking, and sitting at a desk, use of PC, occasional lifting of approximately 10 pounds.
- *Work Schedule:* Full-time (40 hrs/week) Hours: Monday - Friday 8:00 a.m. to 4:30 p.m.
- *Other:* This position may include occasional travel within the Twin Cities metro area for meetings at several locations. Occasional evening or weekend availability may be necessary.

This job description may not cover or contain a comprehensive listing of activities or responsibilities that are required of the employee for this job. Activities and responsibilities may change at any time.

Tech Dump is an equal opportunity employer.