

## Job Description

<b>Job Title</b>	Training Specialist 3 (Career Source South Florida)
<b>Job ID</b>	96023
<b>Location</b>	Doral
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Minimum Qualifications

Bachelor's degree. Two years of experience in developing and facilitating training programs is required. Additional experience in developing and facilitating training programs may substitute for the college education on a year for year basis.

### Recruitment Notes

#### Position Summary

Leads the design, delivery, and continuous improvement of staff development across CSSF and provider career centers. Ensures training aligns with organizational goals, WIOA and related program requirements, and supports consistent, high-quality service delivery.

#### Key Responsibilities

- Build and execute an annual training roadmap; design curricula and blended learning (in-person, virtual, on-the-job) for management, professional, supervisory, and clerical staff.
- Assess training needs through surveys, interviews, and consultation with providers and internal stakeholders; translate findings into prioritized training plans.
- Develop and deliver large-group trainings for new policies, procedures, systems, and programs (e.g., WIOA, Welfare Transition, Welfare-to-Work); create and maintain manuals, guides, and multimedia materials.
- Supervise and coach Training Unit staff (Training Specialists); set standards, assign work, and evaluate instructor performance and training effectiveness.
- Coordinate resources, instructors, schedules, and logistics; manage training budgets and reporting; ensure compliance with state and federal standards.
- Monitor outcomes (attendance, feedback, MSG/credential documentation relevance) and drive continuous improvement based on evaluation data.
- Lead onboarding/orientation curricula and partner with colleges and community providers to align specialized trainings and pathways.

#### Core Competencies & Skills

- Instructional design, adult-learning, facilitation, and training evaluation (metrics-driven).
- Deep knowledge of workforce programs and policy implementation (e.g., WIOA and related initiatives); ability to translate policy into practice.
- People leadership: supervision, coaching, performance management, and team development.
- Communication and presentation skills for diverse, large audiences; stakeholder consultation and change management.
- Analytical and project management skills to scope needs, prioritize, schedule, and deliver multiple projects under evolving federal/state/local requirements.
- Technology fluency with LMS/CBT tools, virtual meeting platforms, and MS Office/PowerPoint/Excel for materials, tracking, and reporting.