



Codman Square
Health Center

Codman Square Health Center
637 Washington St
Dorchester, MA 02124
617-825-9660 | codman.org

TRAINING MANAGER

Codman Square Health Center (CSHC) is looking for a Training Manager to develop, design, and implement a training program to enhance ongoing organizational and workforce growth and development. The training Manager will develop customized individual training plans for the staff as well as identify skill gaps and training needs. This is a great opportunity to build on an already established training foundation. If you are a self-starter who loves a fast-paced environment and enjoys advancing people and organizational performance, this role might be right for you. This is a hands-on role. You must be willing to not only develop and design a training program but also work closely with and supervises Subject Matter Experts (SMEs), to ensure a robust and quality training program is delivered to members of the Health Center workforce and leadership teams.

QUALIFICATIONS

- BA/BS in education, health care administration, public health, or related field required.
- 5 years of progressive learning and development experience required.
- Working knowledge of instructional design theories and frameworks a must.
- Must have demonstrable and proven success in the development, implementation, and ongoing monitoring of a Learning Management System (LMS); knowledge of computer based/e-learning platforms required.
- Prior experience in instructional design, as well as familiarity working within a healthcare environment preferred.
- Excellent communication skills, both verbal and written as well as a strong and engaging communicator.
- Proficiency with various learning platforms, related educational and technological platforms is highly preferred.
- Proficiency creating training content and learning modules using authoring tools (HealthStream, HealthCare Compliance Pro) is highly desirable.
- Proficient with MS Office suite required.

Codman serves a diverse population. Applicants who have a multicultural background and/or bilingual are encouraged to apply. We offer a generous benefits package including:

- *A retirement employee-funded 403(b) plan*
- *Competitive Medical, and Dental*

- *Employer-paid Life, Accidental Death & Dismemberment and Long-Term Disability Insurance*
- *Generous Vacation, Holiday, Personal and Sick Time Benefits*
- *Flexible Spending Reimbursement Accounts (Health and Dependent Care)*
- *Educational Assistance and tuition reimbursement Programs*
- *Commuter Benefits*
- *Other benefits and perks!*

To Apply: Send resume and cover letter to codemp@codman.org. **Job Code:** TRNMGR/Web

CSHC is an Equal Opportunity Employer, M/F/D/V encouraged to apply

Visit Codman.org to view other opportunities