



**POSITION TITLE:** TRAINING MANAGER  
**POSITION STATUS:** Full Time, Exempt  
**PROGRAM:** Agency-Wide

**POSITION OVERVIEW/SUMMARY**

The *Training Manager* will manage, coordinate, develop, and plan all training programs at WorkTexas in partnership with our organization’s training partners. Our ideal candidate has excellent communication skills, can strategize and plan for the needs of classes, is experienced with various training methods, and can conduct research to inform future trainings.

**WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

- Gains full understanding of WorkTexas trainings programs, processes, outcomes, partners, and systems.
- Keeps abreast of the local workforce data and employment trends to inform training needs.
- Partners with internal stakeholders and liaises with experts regarding instructional design and execution.
- Assesses instructional effectiveness and determines the impact of training and students skills.
- Maintains updated curriculum information and training records.
- Manages and maintains in-house training facilities and equipment, includes procurement and purchasing of required equipment and/or tools needed for each class.
- Researches and recommends new training methods.
- Educates WorkTexas team on training availability, requirements, and necessary information for the promotion of training classes.
- Creates training timelines based on agency goals, training sites, peak seasons/off seasons, etc.
- Gather feedback from trainings, instructors, and trainees.
- Hosts train-the-trainer sessions for intern subject matter experts.
- Manage certification data bases/platforms.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Familiarity with traditional and modern job training methods and techniques.
- Hands on experience coordinating multiple trainings events.
- Proven ability to complete full training cycles (assess needs, plan, develop, coordinate, monitor and evaluate.
- Communicate effectively both verbally and in writing
- Able to conduct labor market research on individual employers and industries, as well as specific occupations and their education, experience, and credential requirements to inform training.
- Strong leadership and communication skills with ability to multitask.
- Proficient computer skills (Microsoft Office Suite 2007)
- Willingness to engage in continuous learning and training

- Carry out multiple tasks and meet deadlines
- Ability to pass a background check and drug test.
- Must possess reliable transportation, a valid Texas Driver's License and Automobile Liability Insurance.

**REQUIRED EDUCATION and WORK EXPERIENCE:**

- Bachelor's degree (PREFERRED BUT NOT REQUIRED)
- A minimum of 2 years of experience working in workforce development preferred.

To be considered for this position, submit your resume to Yazmin Guerra at [yguerra@worktexas.org](mailto:yguerra@worktexas.org). The subject line on the email should read: Training Manager\_First Initial.Last name.