

eLearning Training and Outreach Coordinator

The job posting is available on the [MNCareers site](#) and open for application through October 8. We will hire a CareerForce (WIF funded) temporary, unclassified position, and we are looking for an individual to help design, implement and evaluate the educational components of the CareerForce(MN.com) system.

Job Summary:

Responsible for the administration, coordination, development and delivery of educational outreach and training, providing consultation and training sessions for internal and external audiences that is both comprehensive and technical in nature, developing classroom and eLearning training, implementation instruction; and CareerForce outreach activities and training sessions to DEED, partners, career seekers, employers, and policymakers.

This Training and Outreach Coordinator will design, select and/or develop appropriate instructional content, methods, materials and eLearning workshops for the CareerForce system, including CareerForceMN.com, our new collaborative eLearning platform; and oversee the design, development and implementation of rich content designed to build the knowledge, skills and abilities of career seekers, employers, staff and workforce partners.

Establish goals and objectives advising the training products and Learning content of consultants, project leaders and other staff at all levels work, and work closely with the CareerForce Project teams and the Workforce Innovation Fund (WIF) grant vendors.