JEWISH FAMILY SERVICES

Jewish Family Services helps individuals and families achieve economic self-sufficiency and emotional stability. Supporting the Central Ohio Community since 1908, Jewish Family Services helps people find good jobs and companies find the right talent; supports seniors and caregivers in navigating the challenges of aging; connects people to community resources; empowers family self-sufficiency through financial counseling; and provides opportunities for volunteers to give back.

We welcome individuals of all faiths, races, ages, economic circumstances, sexual orientation, and gender identities. Our dedicated and talented staff reflects the diverse communities we serve. Jewish Family Services has been recently recognized as a Top Workplace in Central Ohio as well as for innovating through technology and championing diversity.

TRAINING FACILITATOR

Jewish Family Services is seeking to hire a Training Facilitator to join a cross-functional team and assist individuals in our training programs. As a Training Facilitator, you will be responsible for conducting group skills trainings both in-person and virtually. The trainings will cover a range of topics, including but not limited to job search strategies, resume and interview preparation, workplace professionalism, digital literacy, and interpersonal skills.

This is a full-time (up to 37.5 hours per week) position. Work hours may vary beyond traditional business hours to meet the needs of those we serve.

**Essential Job Responsibilities**

- Deliver engaging group instruction to participants on job search techniques, life skills, digital literacy, job retention strategies, and other relevant skills.
- Assess the needs of participants and customize training content and delivery methods to meet their specific requirements.
- Stay up to date with the latest trends and developments in job search techniques, digital tools, and online platforms to ensure workshop content remains current and effective.
- Record training content to be included in a digital library.
- Recruit participants from community relationships and develop new referral pipelines.
- Act as point of contact for training participants; maintain relationship throughout the participants' engagement in programming.
- Ensure accessible and inclusive activities aimed at creating diverse and equitable learning experiences.
- Actively manage enrollment process and track client progress through a case management system.
- Prepare reports and analyze data to coordinate recruiting efforts effectively.
- Collaborate and strengthen relationships with colleagues, participants, partner agencies, and employer partners.
- Fulfill other assigned duties to contribute to the overall success of the program.
Preferred Qualifications

• Related bachelor's degree from an accredited university or college, or equivalent work experience.
• Demonstrated work experience in facilitating workshops, conducting job readiness training, or delivering digital skills training.
• Ability to maintain thorough documentation.
• Proficient understanding and clear communication of basic technological concepts related to internet services, computer and devices, and common online services and applications.
• Experience using a learning management system.
• Experience teaching people new skills and problem-solving with others.
• Excellent communication skills, including the ability to establish trust with individuals from varied educational and cultural backgrounds.
• Strong organizational and time management skills to effectively plan and deliver trainings.

To apply, please send resume and cover letter to hiring@jfscolumbus.org, Attn: Elizabeth Enck, Manager of Training & Development