

Job Description



Job Title:

Director of Training and Development

Reports To:

HR Director

FLSA Classification:

Exempt

Creation/Last Revised:

2/2024

Job Summary:

The Director of Training and Development plans, directs and coordinates programs for the purpose of enhancing the knowledge, skills and engagement of FSPA Partners in Mission (employees). This position assesses employee developmental needs to drive training initiatives and identifies and arranges suitable training solutions. This position actively searches, creatively designs and implements effective methods to educate and enhance performance. The Director will develop a long-range vision and program that cultivates a learning culture within FSPA, considering the FSPA Franciscan identity and mission.

Job Type: Full-Time

Education & Experience:

- 2+ years of professional training and development experience.
- BS/BA degree in Education, Training, HR or related field or equivalent experience in an appropriate field of practice.
- Demonstrated experience conducting learning and development programming to a variety of participants.
- Knowledge of adult learning theory and learning management systems (LMS).
- Adept with a variety of multimedia trainings platforms and methods.

Essential Duties:

- Identify with, share in, and display a commitment to the mission, philosophy and values of the Franciscan Sisters of Perpetual Adoration (FSPA).

- Collaborate with Partners in Mission to plan, create and implement staff education and programming that integrates Franciscan values into everyday work life.
- Conduct annual training and development needs assessment and implement findings.
- Design and develop programs (outsourced and/or in-house) and objectives that are aligned with the needs of the organization, including but not limited to the Anti-Racism Team, Partner in Mission Enrichment and the Integral Ecology Team.
- Maintain a training calendar, taking into account internal and external events.
- Obtain and/or develop effective training materials utilizing a variety of media.
- Communicate available programming and provide necessary program information.
- Assess instructional effectiveness and determine the impact of training on staff knowledge, skills and abilities.
- Maintain updated staff development records.
- In collaboration with Human Resources and members of the respective work areas, develop and provide onboarding education for all new Partners in Mission.
- Prepare the department annual budget and monitor financial resources with good judgment.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices, participating in professional societies.

****Other Duties as Assigned****

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess general knowledge of Franciscan philosophy or be open to learning more.
- Strong, demonstrated relationship skills that foster trust, teamwork and a common focus on excellence.
- Excellent communication (verbal, written, and presentation skills).
- Strong knowledge of diversity, equity and inclusion (DEI) and a commitment to creating an inclusive environment across the organization.
- Ability to work collaboratively in planning and implementing programs while, at the same time able to work independently.
- A strong, upbeat communicator who has a listening presence, speaks effectively and is a visible leader.
- A respectful, caring and compassionate leader who can build a strong and inclusive environment for all.
- A demonstrated high level of integrity, guided by a sound set of ethical principles.
- Ability to travel and work evening hours and weekends as necessary.

Working Conditions (physical demands and work environment):

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position:

- Must be able to remain in a stationary position 30% of the time.
- Occasionally moves about to attend meetings both internally and externally.
- Frequently operates a computer and other equipment, such as a copy machine, computer printer and media equipment.
- Frequently communicates information and ideas so others will understand. Must be able to exchange accurate information in these situations.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is normally performed in a temperature-controlled office environment.
- The noise level is usually quiet to moderate.
- Includes work at several locations including St. Rose Convent, Prairiewoods, Franciscan Spirituality Center (FSC) and Marywood Spirituality Centers.

Prerequisite: Tuberculosis screening test, Drug screen, Criminal Background Check

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date