

Post Office Box 1679
Quincy, Florida 32353-1679
Quincy: (850) 627-7651



1640 West Jefferson Street
Quincy, Florida
32351-5679

TRAINING COORDINATOR

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Training Coordinator located in Quincy, Florida. Requires a high school diploma or equivalent. Higher education or certification in Training, Communications, Human Resources or similar discipline preferred. Requires a valid driver's license. Must have excellent verbal and written communication skills and the ability to build and maintain effective relationships. Must be able to handle competing deadlines, with minimal supervision. Must have a thorough understanding of training processes, the ability to moderate large groups and must be extremely organized and detail oriented. Also requires proficiency with Microsoft Office Suite or related software. Graphic design and marketing experience is a plus. Requires demonstrated computer skills, including the ability to enter and extract information. Must exercise initiative, prioritize assignments and have good follow-through. Requires the ability to effectively prepare presentations, speak in public and participate in activities after routine working hours as needed. Requires the ability to initiate and maintain complete and accurate records, reports and files.

Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Administer the Cooperative's Employee Development Program. Analyze data to identify trends and gaps in training or development needs. Organize speakers, trainers, and attendees. Coordinate registration and travel for off-site opportunities.
- C. Coordinate annual Career Management and Evaluation process. Ensure forms are appropriately completed and submitted in a timely manner each October.
- D. Administer internal training and development programs such as Talquin Leadership Academy (TLA), the Lineman Apprenticeship Training Program, and the Water & Wastewater continuing education program.
- E. Create annual training calendar and distribute to all employees. Update and resend throughout the year, as necessary.
- F. Oversee annual compliance training, including Harassment and Diversity, Equity & Inclusion refreshers.
- G. Coordinate annual All-Employee Meeting(s).
- H. Coordinate bi-annual Executive and Mid-Management training.
- I. Manage the Learning Management System (LMS). Maintain all training records in an effective manner. Create content, when necessary, collect and record completed training and upload completion certificates as needed.
- J. Administer the Cooperative Onboarding program for new hires. Coordinates tours, facility and site visits, and ensures completion of new employee training.
- K. Work with the Florida Electric Cooperative Association (FECA) to advertise open training

- opportunities to other Cooperatives, when appropriate.
- L. Organize attendees and coordinate travel for annual FECA Supervisory training.
 - M. Design and send surveys after completed trainings. Evaluate responses to determine course and/or presenter effectiveness. Use data to make recommendations to executive management.
 - N. Attend seminars, conferences and/or meetings to learn new training methods and techniques and use the knowledge to enhance Cooperative training programs.
 - O. Maintain in-house training equipment and facilities.
 - P. Market company training opportunities to employees and provide information on benefits to encourage participation.
 - Q. Track expenditures and manage the annual training budget. Participate in the annual budget exercise and be prepared to make recommendations to executive management.
 - R. Continuously review existing training programs. Suggests enhancements and modifications to improve engagement, learning, and retention and/or to meet the changing needs of the Cooperative. Ensure that training materials and programs remain current, accurate, and effective.
 - S. Perform other duties as assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market.

To apply, resumes should be submitted to humanresources@talquinelectric.com on or before Wednesday, January 24, 2024.

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

TRAINING COORDINATOR

I. MANDATORY REQUIREMENTS & QUALIFICATIONS:

Requires a high school diploma or equivalent. Higher education or certification in Training, Communications, Human Resources or similar discipline preferred. Requires a valid driver's license. Must have excellent verbal and written communication skills and the ability to build and maintain effective relationships. Must be able to handle competing deadlines, with minimal supervision. Must have a thorough understanding of training processes, the ability to moderate large groups and must be extremely organized and detail oriented. Also requires proficiency with Microsoft Office Suite or related software. Graphic design and marketing experience is a plus. Requires demonstrated computer skills, including the ability to enter and extract information. Must exercise initiative, prioritize assignments and have good follow-through. Requires the ability to effectively prepare presentations, speak in public and participate in activities after routine working hours as needed. Requires the ability to initiate and maintain complete and accurate records, reports and files.

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II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including computers, etc. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods of time. Must be able to lift and move supplies, equipment, etc. up to 25 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVES:

- A. To identify and monitor training needs and coordinate or design, plan, and implement training programs, policies, and procedures to fulfill those needs for all Cooperative employees.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
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- R. Continuously review existing training programs. Suggests enhancements and modifications to improve engagement, learning, and retention and/or to meet the changing needs of the Cooperative. Ensure that training materials and programs remain current, accurate, and effective.
- S. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Human Resources Manager
- B. Coordinates or cooperates with:
 - 1. Cooperative management and employees
 - 2. Instructors and educational institutions
 - 3. FECA and other Florida electric cooperatives' personnel

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Training Coordinator shall have full authority to carry out the duties and responsibilities of this position in conformance with established policies and procedures.
- B. The Training Coordinator shall be accountable to the Human Resources Manager or their designee and the management of the Cooperative for the efficient performance of these duties.
- C. The Training Coordinator shall secure the approval of the Human Resources Manager in making decisions when policies are unclear, inadequate or require interpretation.
- D. This position may require dealing with sensitive and/or confidential matters of the Cooperative and the Training Coordinator shall maintain such confidentiality at all times.

The position of Training Coordinator is a bona fide administrative position under the provisions of the Fair Labor Act, and is considered to be an Exempt position in relation to the wage and hour regulations.