

Center for Accessible Technology

Job Title:	Trainer	Job Category:	Contracted position
Department/Group:	Accessible Technology Coalition	Job Code/ Req#:	ATC- T
Location:	Bay Area	Travel Required:	Yes
Level/Salary Range:	DOE	Position Type:	Contract
HR Contact:	Dmitri Belser	Date posted:	April 1, 2010
Will Train Applicant(s):	No	Posting Expires:	April 30, 2010
External posting URL:	http://www.cforat.org/site_links/employment.htm		
Applications Accepted By:			
FAX OR E-MAIL: FAX: (510) 841-795 info@cforat.org Attention: Dmitri Belser RE: ATC - T		MAIL: Dmitri Belser, Executive Director Center for Accessible Technology 2547 8th Street, 12-A Berkeley, CA 94710	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Plan, develop and implement training program to support Broadband adoption • Produce organizational strategy and plans to meet training and needs, and manage training delivery, measurement and follow-up as necessary. • Liaise with other ATC members so as to understand all necessary aspects and needs of training and development, and to ensure they are fully informed of training and development objectives, purposes and achievements • Organize training venues, logistics, transport, accommodation as required to achieve efficient training attendance and delivery. • Arrange for the maintenance of all necessary equipment and materials relating to the effective delivery and measurement of training. • Develop and manage a system for providing web-based training. • Ensure activities meet with and integrate with ATC goals and objectives • Monitor, measure and report on training and development plans and achievements within agreed formats and timescales • Monitor and report on activities, costs, performance, etc, as require and report to project management 			
PREFERRED SKILLS			
<ul style="list-style-type: none"> • Five years of customer advocacy and/or training experience with people with disabilities or seniors. • Two years experience presenting and communicating training materials. • Excellent writing, presentation and interpersonal skills. Must possess top-level business management, interpersonal, and facilitation skills. • Five+ years experience with Assistive Technology and working with people with disabilities. 			
ADDITIONAL NOTES			
The Accessible Technology Coalition is a new project for CforAT, funded by NTIA via the California Emerging Technology Fund.			