

Job Ad for Facilitator

Facilitator, Talent & Organizational Development Hawaii Employer Council

This is a rare opportunity to use your years of experience as a corporate training facilitator to benefit local companies and make a difference in our business community. Think of the variety of companies you could work with and how you will make a difference in their organization. Legacy companies that are fabric of our island's heritage and companies you shop at and see commercials for. You could help develop their talent at all levels from leaders to individual contributors.

You have worked your whole career to get to this pinnacle, where you are at the top of your game; and ready to use your years of knowledge, skill and abilities to give back to the community and help develop the talent of many organizations. Bring your energy, enthusiasm, skill, and knowledge, and join our team of highly experienced professionals who contribute value every day to the members we support.

How is this all possible? This opportunity is waiting for you at the [Hawaii Employers Council](#). We are a non-profit member-driven employers association that has been supporting thousands of businesses in our State since 1943. We provide human resource and labor relations support and services to maximize our member company's productivity, help them meet their operational goals and support them in reducing their legal risk while building their human resource compliance.

You could be that one person we are looking for? Here are the qualifications:

Required Knowledge Skills and Abilities

- 7+ years of experience in Human Resource Learning and Development
 - Course development and design of soft skill topics, human resource curriculum and training materials
 - Knowledge and experience in Human Resources operations. Knowledgeable on employment law a plus.
 - Solid understanding of learning principles and adult learning philosophies
- 7+ years of experience as a supervisor
- Proactive; takes initiative; able to execute without prompting or follow-up. Strong, thoughtful, and agile problem-solving skills. Pays close attention to detail.
- Experience in creating business partnerships and leading large-scale learning and development initiatives with strong project management skills.
- Excellent leadership, collaboration, organizational, and interpersonal skills. Able to function independently and as part of a team with a positive attitude, strong work ethic, and commitment to excellence

- Able to manage multiple priorities and adjust direction as needs change. Adaptable to work with shifting priorities with the ability to work under tight deadlines.
- Demonstrated diagnostic, synthesis, conceptual and analytical skills to recommend solutions.
- Demonstrated consulting skills and relationship management with HR and senior leaders. Conceptualizes creative solutions and able to present/sell them to senior-level management.
- Demonstrated excellence in project management, organizational skills and ability to uphold confidentiality with sensitive information.
- Ability to interact with multiple clients simultaneously and manage multiple priorities with competing demands.
- Demonstrated use of innovative organizational development techniques, digital technologies, and/or tools to support delivery of work.
- Knowledge of instructional design methodologies and various delivery methods. Proven experience creating and designing content, producing training materials, facilitating and presenting, and administration and maintenance of records, metrics and reports.
- Strong communication skills (oral, written, presentation, and facilitation). Strong public speaking skills with the ability to engage learners throughout trainings and learning opportunities.
- Efficient and productive typing ability and accurate proof-reading skills.
- Experience and advanced working knowledge in utilizing software applications such as all of the Microsoft Office Suite, Adobe Acrobat, and a variety of video teleconferencing software programs such as Zoom, GoToWebinar and MS Teams.
- Actively familiar with current trends in learning and development including e-learning, virtual reality, video, podcast, and other digital training methods to implement innovative approaches.
- Polished professional with outstanding facilitation skills in both small and large group settings, adapting style to variety of audiences – including structured courses and less structured interventions.

Please send your resume and cover letter to lgibo@hecouncil.org .