



**Title/Role: Industry Trainer**

**Reports to: Director of Industry Education**

**Department: Education and Training**

**Type: Exempt**

**Location/Base: USA based, remote with up to 40% travel**

**Salary Range: \$60,000 to \$70,000**

## **ORGANIZATION PROFILE**

Oceantic (The Network) is a nonprofit organization that provides networking, communications and educational platforms to support stakeholder's participation in the offshore wind and other ocean renewables industries and contribute to the industry's supply chain growth. We partner with private industry and government agencies to build a resilient supply chain that will create and sustain jobs, benefit local economies, and ensure cost-effective clean energy. We advance our mission by connecting developers, policymakers, academics, and community and workforce leaders through events, education, digital tools, and policy initiatives to grow the vital offshore wind and ocean renewables sectors

## **POSITION SUMMARY**

The Network is hiring a trainer to support the growth and evolution of its Industry Training programs, projects, products, and services. This position will report to the Director of Industry Education and is required to facilitate and support, Foundation 2 Blade [F2B], Offshore Wind [OSW] Ready, and OSW 101 deliveries. The ideal candidate has experience in communicating with a broad range of stakeholders on technical subjects. You will assist in management and development of existing and new training courses. . Additionally, this individual must be an excellent communicator, and have the ability to explain complex subjects clearly and interestingly. The individual must be passionate about offshore wind, conveying information and knowledge, finding opportunities, and helping companies and stakeholders make connections within the industry. The role is split between these different areas as follows: 50% training delivery, 50% content management. Of the 50% training delivery, about half of those are in person and require travel. This 25% travel requirement varies according to the schedule and may be up to 40% at certain months.

## **POSITION FUNCTIONS AND RESPONSIBILITIES**

- Develop keen attention to detail and uphold clear, concise communication to ensure the success of the training programs.
- Collaborate in planning meetings to align course content with client objectives and industry standards
- Generate comprehensive training schedules, along with well-structured classroom agendas and syllabi.
- Tailor course content to align with the specific objectives and needs of the target audience.
- Create and curate training materials, including presentations, worksheets, and supplementary resources.
- Familiarize yourself with and proficiently deliver OSW101, OSW Ready, and F2B presentations.
- Conduct engaging training sessions, webinars, workshops, and other learning formats for groups or

individuals.

- Coordinate and facilitate both virtual and on-site training deliveries, ensuring a seamless learning experience.
- Proactively address and respond to participants' questions, fostering an interactive and supportive learning environment.
- Maintain accurate records of completed courses, monitor attendance, track absences, and document any issues that arise.
- Regularly observe and evaluate the results of training programs, preparing detailed reports as necessary.
- Assess the overall effectiveness of training initiatives and implement improvements to enhance learning outcomes.
- Stay informed about industry best practices, regulations, and technological advancements to continuously enhance training content.
- Collaborate with internal teams to incorporate feedback, update training materials, and align programs with evolving industry standards.
- Act as a point of contact for clients, addressing their concerns, providing progress updates, and ensuring client satisfaction with training outcomes.
- Foster a culture of continuous improvement, encouraging feedback and actively seeking ways to enhance the overall training experience.
- Demonstrate adaptability and flexibility to adjust training approaches based on evolving industry trends, participant feedback, and client expectations
- All staff must identify and pursue new business opportunities and potential members within the offshore wind industry as well as engage and retain existing members to enhance their experience with the organization.
- Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and events
- As appropriate, build the Network's industry visibility, reputation, and brand including contributing to thought leadership, influencing decision and opinion makers, representing the Network at conferences and events, and writing/developing OSW industry white papers and research
- As appropriate, contribute to speaker identification and content creation for Network events, training, website, newsletters, social media, and podcasts.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in STEM and/or Education, or a relevant field such as engineering, Learning & Development, business, or environmental science.
- 3 – 5 years of experience as a technical or corporate trainer, demonstrating a deep understanding of instructional design and delivery.
- 3-5 years of experience with content management
- A background in theatre or other performing arts to deliver engaging and interactive training sessions.

## SKILLS AND QUALIFICATIONS

- In-depth knowledge of current training techniques and tools, particularly in technical subjects related to offshore wind.
- Strong passion and interest in the offshore wind industry, with a commitment to staying abreast of industry trends and advancements.
- Proven ability to identify and address training needs by developing and delivering relevant courses.
- Exceptional communication skills, both written and verbal, with confidence in speaking to diverse audiences, including large crowds.
- Outstanding organizational and time-management abilities, ensuring efficient planning and execution of training programs.
- High-level proficiency in written communication, including the ability to maintain accurate records and prepare detailed reports.
- Expertise in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, and Teams), Adobe Acrobat, and virtual meeting platforms (Zoom, WebEx, and GoToMeeting).
- Experience with Salesforce is a plus, showcasing adaptability to various technological tools.
- Willingness and ability to travel 40-70% of the time, demonstrating flexibility and a commitment to on-site training delivery.
- Ability to approach challenging situations while thinking quickly on your feet and propose solutions to problems as they arise.
- Experience in foundations, nonprofits, or the public sector, highly desirable
- Exceptional attention to detail
- Customer service orientation
- Proven track record of project management and research and skills
- Collaborative, solution-oriented team leader and colleague
- Ability to work effectively and efficiently under pressure with professionalism
- Flexibility and tolerance for ambiguity. Willingness to handle complex and mundane matters
- Ability to promote a team culture of accountability and results
- This position description should not be interpreted to suggest that these requirements are exhaustive; incumbents are expected to perform all other duties as required to meet the evolving needs of the role.

### If Position Is Remote:

- Excellent interpersonal and time management skills
- Ability to take direction and/or accept tasks from multiple people
- Ability to deal effectively with deadlines and time pressures
- Ability to work with minimum supervision, set priorities, and multitask
- Ability to think quickly and follow through accordingly

## BENEFITS AND COMPENSATION:

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits

- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

#### **WORKING CONDITIONS**

- Work is in an office environment

The Network provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.