



INVERNESS TECHNOLOGIES JOB OPENING

Career Transition Trainer – Part Time Ellsworth AFB, SD

Category:	Start Date:
Hourly Consultant/1099 Position	October 2016

Inverness Technologies, Inc. is accepting resumes for a **part-time** Career Transition Workshop Facilitator/Trainer at Ellsworth AFB, SD for the Department of Labor Employment Workshop. Trainers conduct workshops for separating and retiring military personnel and spouses who are transitioning from the military into the civilian job market. Successful candidate will facilitate approximately 1 workshop every month at Ellsworth AFB; additional workshops are available if willing to travel within the northeast region. Each workshop is 3 days in length (weekday, daytime hours). Recruitment is limited to the local commuting area, within 50 miles of Ellsworth AFB. **This could be an excellent opportunity for military spouses or veterans living in the area. Candidates must have previous experience in Training, Career Counseling or Human Resources.**

Facilitators deliver comprehensive career transition workshops to assist transitioning service members on topics including:

- Professional Networking
- Career Decision Making
- Identifying Job Goals
- Job Search Techniques
- Translating Military to Civilian Language
- Marketing Transferrable Skills
- Resume Preparation
- Interviewing Skills
- Dress for Success
- Job Offer and Salary Negotiations

Minimum qualifications include:

- Comprehensive understanding of the U.S. labor market and public and private sector employment practices.
- Bachelor's degree in Training, Education, Career Counseling or HR strongly preferred; Education requirement can be waived with 3+ years of experience in facilitation/training.
- Three years' experience as a trainer/facilitator. Experience delivering job search workshops is preferred.
- Outstanding communication skills.
- Interactive, dynamic and energetic training style necessary to engage this military audience in job search training activities. A training demonstration will be required as part of the interview.
- Knowledge of the military and experience working with military clients is strongly preferred.
- Must have ID card to enter US military bases and buildings.
- Must own a computer, have email capability and have experience using Microsoft PowerPoint.

Email cover letter and resume to:

hr@invernesstechnologies.com

Attn: HR/Ellsworth, SD

EOE