



# INVERNESS TECHNOLOGIES JOB OPENING

## Career Transition Trainer – Part-Time Naval Station Great Lakes, IL

Category	Status	Start Date
Consultant/1099 Position Hourly	Part Time	January 2016

Inverness Technologies, Inc. is accepting resumes for a **part-time** Career Transition Workshop Facilitator/Trainer at Naval Station (NS) Great Lakes, IL 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 2 workshops every month at NS Great Lakes; 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 NS Great Lakes. **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:

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

Minimum qualifications include the following:

- 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.
- Experience as a trainer/facilitator/instructor. 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 be able to enter US military bases and buildings; this may require passing a background check.
- Must own a computer, have email capability and have experience using Microsoft PowerPoint.

Email cover letter and resume to:

[hr@invernesstechnologies.com](mailto:hr@invernesstechnologies.com)

ATTN: NS Great Lakes, IL

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