



INVERNESS TECHNOLOGIES JOB OPENING

Career Transition Trainer – Part Time National Capital Region (NCR)

Category:	Pay rate:	Start Date:
Consultant/1099 Position	Negotiable	Open

Inverness Technologies, Inc. is accepting resumes for a **part-time** Career Transition Workshop Facilitator/Trainer at various military installations within the National Capital Region – these locations include but are not limited to JB Myer, JB Henderson Hall, Ft. Meade, Quantico, and Andrews AFB. Successful candidate will facilitate approximately 2-3 workshops per month. Each workshop is 3 days in length (weekday, daytime hours). Recruitment is limited to the local commuting area, within 50 miles of the training site. **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:

- Comprehensive understanding of the U.S. labor market and public and private sector employment practices.
- Associates Degree required; Bachelor's Degree in Training, Education, Career Counseling or HR strongly preferred.
- 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.
- Flexibility to travel to other military bases to deliver workshops if needed.
- Must own a computer, have email capability and experience using Microsoft PowerPoint.

Email cover letter and resume to:

hr@invernesstechnologies.com

Attn: National Capital Region

EOE