**13348 – Trainer/Content Writer – Miami, FL**

**Start Date**: ASAP
**Type:** Temporary Project
**Estimated Duration:** 6 months with possible extensions.
**Description:** Our Client, a government agency, is looking to hire a Trainer / Content Writer in Miami, FL.

**Responsibilities:**

• Make tutorial videos, write user guides, checklist, newsletters (non-technical);
• Be a dynamic communicator: written and oral;
• Create and manage training program for the end users;
• Promote the training program by creating flyers and newsletters;
• Design, develop, and deliver software applications training programs and individual classes;
• Develop and deliver new courses for new and existing software applications, including all course materials, exercises, and skills evaluations;
• Create and communicate training schedules in consultation with Project Manager;
• Establish and maintain a database to track training participants’ status and results.

**Requirements:**

• Experience creating training content (3-10 years);
• Experience with user flow and journey mapping;
• Experience making tutorial videos;
• Experience writing user guides, checklist, and newsletters (non-technical);
• Experience creating training content for .Net software applications;
• Experience performing remote training (preferred);
• Experience creating events for training, preparing and managing training calendars etc;
• Experience with staff development and/or human resources management;
• Experience with enterprise and desktop applications (ProjectDox preferred);
• Experience with best practices and latest techniques in training delivery and discovery of the 4Ps of Training: Purpose & Assessment, Planning & Preparation, Presentation & Facilitation, and Performance & Evaluation;
• Experience building and maintaining course and participant databases;
• Certifications in Microsoft Certified Trainer (MCT); Certified Professional Facilitator (CPF), Certified Professional in Learning and Performance (CPLP) (preferred);
• College diploma or university degree in the field of computer science, information systems, or education.

If you are interested, please call me to go over it before submitting your profile to the Client or let me know the best time and number to reach.

To start the application process, please fill the table below:

|  |  |  |
| --- | --- | --- |
| **Knowledge / Skill / Ability / Experience** | **# of Years** | **Last Used** |
| Experience creating training content |   |   |
| Experience with user flow and journey mapping |   |   |
| Experience making tutorial videos |   |   |
| Experience writing user guides, checklist, and newsletters (non-technical) |   |   |
| Experience creating training content for .Net software applications |   |   |
| Experience performing remote training |   |   |
| Experience creating events for training, preparing and managing training calendars etc. |   |   |
| Experience with staff development and/or human resources management |   |   |
| Experience with enterprise and desktop applications (ProjectDox) |   |   |
|  Experience with best practices and latest techniques in training delivery and discovery of the 4Ps of Training: Purpose & Assessment, Planning & Preparation, Presentation & Facilitation, and Performance & Evaluation |   |   |
| Experience building and maintaining course and participant databases |   |   |
| Have you applied / been submitted to the City of Miami? |   |
| **Education:** |   |
| **Certification(s):** |   |

 You can also review our other job openings ([http://www.vitaver.com/looking-for-](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.vitaver.com%2flooking-for-&c=E,1,gD4Zq9SdtAGTk_URPVnlGXEVxxl0HNwFLrDBja_Rngl6N52NbB_4MxZp1R6ZBYPg8VO6YWeWnpfcnkQGdow_rmG9qcsq1TLTY71DX-fF&typo=1) a-job/careers.html) and get in touch with me to discuss your preferences for your next job.

**Vitaver Referral Program**

***Candidate Referral Program***
Refer a Candidate to any of our open positions, and if we place your Referral for any position during the period of 6 months since the referral date, we will reward you with a $2,100.00 bonus.
If your Referral is hired for a ***contract position*** with our Client:

* The total of $2,100 will be paid over 6 months of Referral’s fulltime work
* The first payment of $600 will be processed after Referral’s completion of the first month of fulltime work
* The following 5 payments of $300 each will be processed for every month of Referral’s fulltime work

If your Referral is hired for a ***direct hire position*** by our Client:

* The total of $2,100 will be paid within 5 business days upon receipt of the direct hire fee from our Client provided the Referral stays employed by our Client past the guarantee period (normally 90 days).

***Client Referral Program***
Refer a new Client (a specific individual in the hiring position) to us and for every placement we make with this Client during the following 6 (six) months, we will reward you with a $2,100 bonus paid depending on the type of the position as described below..
Send your referrals to referral@vitaver.com.
\*Vitaver & Associates, Inc. is an equal opportunity employer. It is the company’s policy to make all employment decisions without regard to age, race, color, religion, national origin, sex, disability, veteran status, or any other protected status in accordance with applicant federal, state, and local laws.

Best regards,

Matt Sampson

Senior Staff Recruiter
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[www.linkedin.com/in/matsampsonvitaver](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2femail.vitaver.com%2fc%2feJxVkN1uhCAQhZ9G72qYAQQvuNitNdn7vgAidsn6F6Wavn3Hrm7ShEzImcOZb2iMraEVDNJgkCEDAAZScMEzyEBWqPFDqusFS9Q6EWwN0a5-ztzYp87G5a2x0ZpEXRNE39vQ3Uq6JfxClXNQupCAu4LvVJuRLMPLsAeMg9_DXpYlRH9mFDnjT_V78fOpAkimxBFI02_R92cPBbEjrfO__fkz-eMxY4kq087cY5z-KCo627ZlXRgevgnDk6baMaueAG0_EeSxdzqb7suNq3V3-gwbYzb4mN5Nq1vhLJOQM1E7bKEu8hydAkWKLPQvtghkew&c=E,1,Okhwj0B0G25NE7Lk0ybGHpeTvGcVK8i3hH5tFvYN4FoZ4oQTQPF0u0hvPMKWdWNTQGNbAZqp9Vxb4FNWUl4_etf1KDCryOw989g47NTy-ROjbF7xGAQx&typo=1)