



Training Program Manager

(Part time, contract position in Bay Area)

We are seeking to hire a qualified, relationship-oriented individual to join our team and provide our clients with training program services. This is a part time, contract position in the SF Bay Area.

Company Info:

SafetyMax Corporation was founded in 1991 and specializes in emergency preparedness consulting, training and supplies. Our current clients include the "Who's Who" of the Fortune 1000 and many of the leading employers in the Bay Area and country.

Our main focus is centered on our client's volunteer emergency response teams (ERT). Our services include creating emergency procedures, delivering training programs and team administration.

Job Description:

You would be assigned to several accounts and your primary responsibility would be recruiting new team members, retaining existing team members and maximizing class participation.

Some of your activities would include:

- Developing and executing on a plan that drives team and class participation
- Calling on and developing relationships throughout the organization aimed at raising awareness, gaining "buy in" and getting assistance to meet your participation goals.
- Create and manage special events for the ERT, management and other groups.
- Writing team newsletters, corporate communications pieces and marketing collateral.

Job Qualifications:

- Prior experience creating and managing events in a corporate environment
- Resourceful with strong problem solving skills
- Extremely detail oriented
- Strong written and verbal communication skills. 4-year degree required.
- Strong skills in MS Office applications w/ some knowledge of HTML
- Marketing and some sales experience
- Training experience with understanding of the principals of training, education and adult learning.

Compensation:

Competitive hourly or project pay plus bonuses.

Contact:

If you qualify for this job, please send an email to jobs@safetymax.com and provide the following information:

1. Your experience as it relates to the job qualifications
2. Why a part time position would be a good fit.
3. Any other relevant information