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# Example of Associate, Learning Job Description

Our company is growing rapidly and is hiring for an associate, learning. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for associate, learning

* Manage all development modules and own on-the-ground event execution
* Collaborate with team members to ensure effective program management
* Support and contribute to the curriculum and development strategy (learning events, networking)
* Oversee execution of various programs (participant management, dates, space needs, required resources, budget, expenses)
* Develop and oversee execution of communication strategies
* Create reporting mechanisms for Stakeholders
* Compile annual Top 100 and Great Place to Work entries for consideration in competitions
* Facilitating classes within the Enterprise-Wide Program portfolio
* Translating and communicating information to ensure understanding
* Partnering on the design and development of new instructor-led training and virtual instructor-led training courses

## Qualifications for associate, learning

* Gather, enter, and/or update data to maintain departmental training records and staff profiles
* Manage and arrange all aspects of training facilities, equipment, scheduling, materials, and assist with registration and moderation of virtual training events
* Bachelor’s degree with at least three (3) years experience in the learning and development field and/or equivalent working experience in coordinating multiple training events
* Working knowledge in Learning Management System (LMS)
* Proven ability to create and maintain communication strategies
* Ability to analyze and interpret data and prepare statistical reports