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# Example of Learning & Development Specialist Job Description

Our company is looking to fill the role of learning & development specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for learning & development specialist

* Provide web-based training delivery expertise using web collaboration tools including WebEx training center
* Utilize systems including Success Factors and the Learning Management System (LMS) to schedule classes, monitor enrollment, and generate ad hoc and quarterly reports
* Implement communication plans to maximize awareness and participation in learning and development initiatives
* Identify strategic partnerships and manage vendor relationships
* Develop new internal training programs, including partnering with vendors to customize programs
* Support departments with custom departmental training development as needed (e.g., STEP program, Train-the-Trainer)
* Develop job aids, training guides, and participant materials
* Conduct and facilitate training programs for staff and management, including compliance training
* Review and recommend off-the-shelf online content and increase employee usage
* Partner with Member Education to identify Member training courses to increase employee Herbalization and onboarding

## Qualifications for learning & development specialist

* 5 years progressive experience in instructional design or talent development, including a minimum of 2 years leading project work
* Recognized as a corporate expert in adult learning theory and instructional design
* Experience in area of Program and Project management methodology and managing Vendor relationships and SLAs
* Collaborates with others, works independently, takes initiative, adapts to change and makes difficult decisions
* Demonstrated ability to anticipate, identify and plan for obstacles or barriers
* Detail oriented and can perform quick and detailed reviews