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# Example of Technical Training Specialist Job Description

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

## Responsibilities for technical training specialist

* Follow and maintain training status and schedule for training initiatives
* Manage all aspects of curriculum planning, including registration, pre-class communications, class room logistics
* Develop a training and technical assistance plans which will support the work of the funded coalitions, ANCHOR program team and associated deliverables with the aim to advance the ANCHOR Partnership Program policy, systems and environmental improvement priorities to address the priority areas of focus
* Apply an account management approach to develop and implement customized, strategic technical assistance plans necessary to support state/local coalitions successful implementation strategies and actions that will address their community action plans
* Execute effective relationship management of funded state and local coalitions, organizations to ensure that Affiliates effectively implement technical assistance that will build the capacity and engagement of organizations to address areas of focus identified within their community action plans
* Promote and demonstrate effective collaboration with the project team, funded Affiliates and their local coalitions, CDC and national organizations to ensure effective field training and technical assistance to achieve project goals and outcome objectives
* Cultivate relationships with the project team, the CDC and national organizations to help advance local and national priorities
* Deliver training and technical assistance to 15 regional campaign managers in their efforts to build policy, systems and environmental improvements
* Manage and enhance training process standards and content, presentation guidelines and instructional delivery methods, using a variety of methods
* Responding to the human trafficking related training and technical assistance needs of OVC grantees, general victim service providers, law enforcement and other affiliated professionals, specifically in regards to survivor consultants their TA assignments

## Qualifications for technical training specialist

* Demonstrated skill in training development tools such as Microsoft Word
* Bachelor’s degree in health sciences and/or public health, public policy, political science, communication, law, journalism or related field or equivalent experience
* Minimum three (3) years working in public health policy
* Demonstrated knowledge of local, state and federal government activities and structures
* Bachelor’s degree in Business, Communication, Vocational Education or 4-plus years of related experience
* Previous experience in technical training and training development