



# Example of Coordinator Learning Job Description

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Our company is growing rapidly and is looking to fill the role of coordinator learning. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for coordinator learning

- Conducts all aspects of the job with appropriate level of confidentiality and sensitivity for Employee and organizational data
- Assist in all aspects of development, learning and deployment, providing administrative support for internal customers and the Learning and Development team
- Communicate training sessions available to audiences
- Maintain learning schedules and manage the learning process and systems relative to delivering learning experiences (scheduling, coordination of consultant and speaker calendars, coordinating the master schedules, travel arrangements)
- Coordinate training functions by sending invites, scheduling rooms, refreshments
- Make preparations (venues, instructors, equipment, materials, and communications) for learning and development meetings, events and programs
- Be a part of the implementation team for our Learning Management System
- Manage the program registration process and systems relative to delivering learning experiences
- Monitor training spend, process vendor invoices and internal chargebacks to maintain alignment with budget
- Keep abreast of Learning and Development innovations to support retention of a talented and diverse workforce

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- Negotiation skills and the ability to mediate between wants, needs and deliverables - Ability to identify and evaluate project complexity, assumptions, constraints and dependencies
  - Proficiency in MS Office applications (Word, Excel, Outlook and PowerPoint)
  - Enthusiastic team player and self-starter who can work cross-functionally and isn't frightened to take risks or try out new ways of doing things
  - All In mentality that loves challenges and looks for creative solutions to get the job done
  - Proactive in a fast-paced, ever-changing environment
  - Willingness to help out wherever and whenever needed