



K. ALLEN
CONSULTING
EDUCATION AND MANAGEMENT FIRM

Manager of Learning & Development Job Description

Reports To: Founder/CEO

Ideal Start Date: July 1, 2022

K. Allen Consulting is excited to announce the launch of a full-time, salaried Facilitator/Trainer position (Manager of Learning & Development) to support and expand our company's commitment to providing high quality, dynamic facilitation within our workshop, strategic planning, and coaching services! This new role will provide a talented trainer the opportunity to engage in research, design, and facilitation of customized, engaging professional development workshops for our clients, as well as facilitation of strategic planning processes and other special projects our clients entrust our company with everyday. The individual hired for this role **must** demonstrate a knowledge of, deep value of, and commitment to the centering and advancement of diversity, equity, and inclusion from a very intersectional lens; possess high emotional intelligence, particularly strong interpersonal skills; be comfortable working with a variety of audiences (corporate, school, nonprofit, faith-based, etc.); and have prior experience effectively designing and delivering adult learning experiences.

Who Are We:

Founded in 2017, K. Allen Consulting is a global education & management consulting firm that supports schools, nonprofits, and businesses through customized professional development, strategic planning services, and leadership coaching. Our headquarters/office is located in New Orleans, Louisiana. Visit our website at www.kallenconsulting.org to learn more!

Skills Required:

- Thoughtfully envisions and designs adult learning experiences that meet the needs of our clients across varying industries
- Conducts market research to stay abreast of the current needs, interests, trends, and elements of demand for our target audience(s) and varying customer profiles
- Models executive presence in being able to capture and actively maintain the attention of small (under 30 people) and large audiences (over 100-150 people) within virtual, in-person, or hybrid spaces
- Skillfully addresses breaches in trust, respect, inclusivity, and psychological as well as emotional safety in order to protect the learning and engagement conditions of KAC

spaces

- Exercises attention to detail in crafting brand-aligned professional development content and materials (electronic and physical) for participant usage within and outside of KAC sessions and meetings
- Creates customized service surveys to gather qualitative and quantitative data to inform the effectiveness of our services/work
- Participates in on-going professional learning opportunities as a facilitator to continuously learn and grow as a trainer and be able to provide the most accurate, holistic, and rich content for KAC participants and clients
- Creates and facilitates qualitative data collection processes, such as one-on-one interviews and focus groups, as a means of gathering data on service quality, feedback, etc.
- Maintain accurate workshop data, including attendance rosters when needed, evaluations, and other reporting documents
- Downloads and analyzes data sets to identify key trends (strengths, weaknesses, opportunities, and threats) that help KAC continuously improve its work as well as replicate its current successes
- Organizes company content and materials within both physical and electronic storage avenues to ensure easy and smooth access for KAC contractors, employees, and interns
- Collects and organizes service reviews, testimonials, and referrals to support the firm's marketing and promotional aims
- Attends 1-on-1, team, and partner meetings as necessary
- Engages in active planning sessions with contributors as well as peer KAC facilitators in preparation of and debrief of KAC service delivery
- Responds to written and verbal communication (particularly emails and texts) in a timely manner
- Aids in on-going program and content development to strengthen KAC's work and ability to provide meaningful impact to our clients
- Able to exercise strong time management due to the high-paced nature of our KAC work environment (This includes the ability to prioritize and execute at a high level without micromanagement)
- Ability to keep self and others focused on the task(s) at hand
- Lift (physical) lifting involved
- Travel required

Soft Skills Required

Active Listening

Strong Verbal & Written Communication Skills

Authenticity

Vulnerability

Confidence (e.g. Executive Presence)

Continuous Learning

Education & Experience Required

Minimum: Bachelor's Degree

Strong history of providing education/training for adults

Prior experience in public speaking

Compensation and Benefits

This is a full-time, exempt position.

Salary: \$50,000 - \$70,000 (Competitive salary provided based on prior experience and results.)

Healthcare Provided

Laptop provided
Cellphone Provided
Office Space & Parking Provided
Travel & Lodging Expenses (When Outside of The Greater New Orleans Region)

This role entails up to 50% travel (local within the Greater New Orleans Region, state travel, travel outside of the state of Louisiana, as well as international travel).

This role involves both reporting to a physical office location as well as remote work from home.

Candidates should have a willingness to work evenings and weekends on occasion.

THE APPLICATION PROCESS

Our application process for this role will take place over the course of the next 6-8 weeks (May - June 2022) on a rolling basis and will entail the following:

- Phase 1: Submission of Cover Letters & Resumes
- Phase 2: Virtual Initial Interviews
- Phase 3: Shadowing Opportunities & Performance Tasks
- Phase 4: Final Interview & Reference Checks

To apply, please send your cover letter and resume to
ksimsaustin@kallenconsulting.org