



**Job Title:** WEConnect International Global Training Director

**Location:** Washington DC (working remotely until Covid-19 environment improves)

**Reporting to:** Chief Marketing Officer

### **Position Overview**

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, collaborative, creative, self-motivated, adaptable, and process minded. The individual should have relevant business experience, specific training and development skills and strong communication skills to be able to adjust to the different requirements and cultural conditions of the diverse operating environments. The Global Training Director provides support across 50+ countries and needs to understand the complexities of international and cultural differences and show flexibility in the approach to training.

### **POSITION RESPONSIBILITIES**

#### **Strategic Development of WEConnect International's Training Services and Global Programs**

- Support the development of regional trainings by working closely with the global teams and staff to develop strategic relationships with relevant training service providers and other stakeholders and to identify and deliver innovative training
- Develop and support training plans for both buyers and sellers represented by WEConnect International
- Stay abreast of trends and good practices in training, e-learning, personal and professional development and identify and support the development of new training course subjects or services
- Use best practices to independently deliver an approach to training, prioritize impacts, identify capacity building opportunities for women-owned businesses, evaluate the effectiveness of training, and develop best practice content

#### **Overall Management of Donor Funded Training Programs**

- Manage specific global or regional tailor-made training jobs as requested by clients, ranging from short-term training workshops to longer-term training, facilitation and education of key stakeholders
- Use highly organized and methodical approaches to managing needs analysis, project management and support of training programs worldwide
- Manage and collaborate with staff and trainers for efficient and high-quality delivery to budget and high standards, including negotiation of terms of reference and contracts, needs assessment, and quality assurance
- Manage trainers' involvement within the training programs, including identification and selection of trainers and support in course design and delivery



- Overall management of the quality assurance of the trainings, including design of the training, observations with feedback, analysis of participant's feedback and sharing of learning, innovation and good practices

### **Internal Management**

- Key point of contact for training solutions such as LMS and YouTube platform and coordinating global training events as well as advising and help with local training event management
- Evaluate the current LMS system and drive improvements in technology to ensure an excellent customer experience
- Compile and provide data, oral and written reports for management purposes, weekly status reports, and other stakeholders
- Develop, monitor, and report on annual and project budgets in the field of training in collaboration with finance team, and approve related expenditure
- Adhere to internal information and management systems and policies (e.g. timesheets, financial reporting)

### **Key Qualifications**

- Reports to the Chief Marketing Officer
- Bachelor's degree with 8+ years' relevant experience, business degree a plus (i.e. finance, business administration, etc.)
- Independently and with little direction analyze the complexities of international / global training, design and development of micro-learning, infographics, job aids, e-learning videos using Adobe Captivate or similar, and WBT, CBT, ILT, and V-ILT programs
- Perform training needs analysis both for current and future needs to build education and capacity knowledge
- Required to have either business degree, experience in business role or experience in delivering business management training (finance, business development/sales, marketing or general business)
- LMS experience a plus

### **Organization Information**

WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has since 2009 provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

[www.WEConnectInternational.org](http://www.WEConnectInternational.org)

### **How to Apply**

Qualified candidates must submit a single PDF document that includes both a resume and cover letter with your salary requirements to: [jobs@weconnectinternational.org](mailto:jobs@weconnectinternational.org)



**Subject Line**

Global Training Director\_ YOUR NAME

**No phone calls, please.** We regret that with the volume of job applicants we are unable to respond to individual inquiries about the position.

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.