



**Position: Industry Trainer**

**Reports To: Director of Industry Education and Training**

**Type: Exempt**

**Location: Baltimore, MD (Remote Work Possible)**

### **ORGANIZATION PROFILE**

The Business Network for Offshore Wind (the Network) is leading the way toward building an offshore wind industry in the United States. Bringing together top developers, global experts, and member businesses, the Network has become the leading convener and thought leader for the offshore wind (OSW) community. The Network's events, programs, products, and services have become the critical industry resources needed to inspire, inform, and influence business decision-making and unprecedented networking and relationship/partnership opportunities across the OSW community. The Network has launched three industry trainings: OSW 101, OSW Ready and Foundation 2 Blade.

### **POSITION SUMMARY**

The Business Network for Offshore Wind (the Network) is hiring a trainer to support the Network's growth and evolution of its Industry Training programs, projects, products, and services. This position will report to the Director of Industry Education and is required to participate in, and give, Foundation 2 Blade, OSW Ready, and OSW 101 deliveries. The ideal candidate has experience in communicating with a broad range of stakeholders on technical subjects. You will assist in the development of technical training programs and help others develop important professional skills. Additionally, this individual must be an excellent communicator, and have the ability to explain complex subjects in a clear and interesting way. The individual must be passionate about offshore wind, conveying information and knowledge, finding opportunities, and helping companies make connections.

### **POSITION FUNCTIONS AND RESPONSIBILITIES**

- Attention to detail as well as clear, concise communication is critical to the success of this role
  - Attend planning meetings to determine course content according to client objectives
  - Produce training schedules and classroom agenda/syllabus
  - Determine course content according to objectives of audience
  - Prepare training material (presentations, worksheets etc.) including editing prepared F2B presentations
  - Practice OSW101, OSW Ready and F2B presentations
  - Execute training sessions, webinars, workshops etc. in groups or individually
  - Arrange for and conduct on-site training when needed
  - Engaging and answering audience questions
  - Keep and report data on completed courses, absences, issues etc.
  - Observe and evaluate results of training programs; prepare reports as needed
  - Determine overall effectiveness of programs and make improvements
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- **EDUCATION AND EXPERIENCE**
  - Bachelor's Degree in Education (STEM) or relevant field (engineering, environmental science)
  - 3 – 5 years experience as a technical or corporate trainer

- Strong interest in offshore wind
- Knowledge of current training techniques and tools in technical subjects
- Ability to address training needs with relevant courses
- Outstanding communication skills and comfortable speaking to crowds
- Excellent organizational and time-management abilities
- High level written and verbal communication skills with ability to maintain accurate records and reports
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and Teams), Adobe Acrobat, and virtual meeting platforms such as (Zoom, WebEx, and GoToMeeting) Sales Force experience is a plus.
- Ability to travel 40-70% of time
- This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required.

**BENEFITS AND COMPENSATION:**

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

**WORKING CONDITIONS**

- Work is in an office environment
- Ability to lift up to 40 pounds

BNOW provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Cover letters and resumes should be sent via email to [careers@offshorewindus.org](mailto:careers@offshorewindus.org)