



**JOB DESCRIPTION # 20160003: Training Coordinator**

**WORK LOCATION:** Arlington, VA 22202

**RESPONSIBILITIES:** SoftConcept Inc. is seeking Training Coordinators to support the Department of Homeland Security, National Protection and Programs Directorate (NPPD).

The required **Training Management Support** includes:

- Supporting analytical training design and development.
- Developing Cost/Benefit analysis for analytical training and professional development.
- Assisting with developing training processes, policies, procedures and governance/approval structure.
- Developing Program/Project Management Plans in coordination with other NPPD Professional Development and Training project plans; and updating plans, as needed.
- Assisting with developing standard operating procedures, business plans and performance measures.
- Tracking analytical training courses delivery and attendance.
- Creating the training schedule, via the Training Execution Checklist (TEC) to include the list of tasks leading up to the training start date to final completion date of the training.
- Coordinating presenter's access to the training facility as necessary and provide training attendees with information necessary to ensure access to training facilities.
- Monitoring or controlling changes to project scope and schedules, including using value engineering methods and management systems.
- Coordinating training venues and room set up within the National Capital Region (NCR).
- Developing and managing calendar invites for training events.
- Providing Senior Leadership and NPPD Training leadership with continuous updates and distribute analytical training information throughout NPPD.
- Evaluating training and providing advice on schedule, delivery, proceeding in agreement with approved plans and specifications, and training implemented efficiently and effectively.
- Assisting with developing training policy directives, instructions, and guides.
- Supporting training courses evaluations and writing post-training course reports.
- Developing metrics and performance management plans to implement alignment of training with strategic plans.

**MANDATORY**

- B.A. or B.S. degree and 1-3 years related experience; or at least 4 years related experience; or M.A. or M.S. degree and at least 2-5 years of related experience.
- Top Secret security clearance
- 1-3 years of experience in the practical application and knowledge of education and training.



# SoftConcept

Ideas for Excellence

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- Position requires current TS (preferred with SCI) and DHS Suitability Clearance (to be processed once candidate is identified).
- At least one year working in the Intelligence Community.

## **DESIRED**

- Department of Homeland Security Suitability Clearance

## **TO APPLY**

Email your resume to SoftConcept, Inc. Attn: Frank Ogden at [F.Ogden@SoftConcept-Inc.com](mailto:F.Ogden@SoftConcept-Inc.com).  
Reference the **Requisition # in subject line.**