



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Ann Arbor, MI

SSAI-NVF-0184

Training & Development Specialist

Senior Service America, Inc. is recruiting for a Training & Development Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

Role and Responsibilities: Support and assist with EPA's Office of Transportation and Air Quality's (OTAQ) Training & Development programs. Duties include, but are not limited to:

- Assists with scheduling and coordination of in-person and/or off-site trainings, retreats, meetings, and conferences.
- Prepares course documents, sign-in sheets and other materials as required for training events.
- Maintains and updates Training and Development intranet page, calendars, and bulletin boards.
- Researches and prices training equipment, materials and supplies.
- Performs data entry duties in Learning Management System (LMS) as required;
- including enrolling participants and running reports.
- Creates and maintain spreadsheets and databases, records, and general files.
- Develops and prepares memos, agendas, presentations, meeting notes, and other materials.
- Provides administrative and programmatic support to Training and Development staff as needed.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; BA/BS or equivalent with a minimum of 4 years related experience in the Training & Development, Human Resources, and/or events; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; have excellent oral and written communication; be well organized and detail oriented.

Hours & Compensation: Full and part time opportunities are available. Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to seepmi@ssa-i.org Subject Line of email: Please type *Training & Development Specialist*.

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.