



Cities and Villages
MUTUAL INSURANCE COMPANY

CITIES AND VILLAGES MUTUAL INSURANCE COMPANY OF (WI)

invites applications for the position of:

Training and Development Specialist

SALARY:	\$66,300.00 - \$99,300.00 Annually
OPENING DATE:	11/06/17
CLOSING DATE:	Continuous

SUMMARY OF JOB:

Under the direction of the Loss Control Manager this position is responsible for designing and developing e-learning programs, coordinating and hosting webinars or virtual classrooms, working with other staff on developing Instructor-led classroom training materials and training resources, and maintaining the Learning Management System (LMS), website and social media in regards to training programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Partners with SME's to design and develop eLearning programs focused on learning objectives that meet course goals.
- Creatively incorporates graphics, animations, digital audio, video, and other multimedia elements and interactivity into the training modules to produce engaging interactive courses.
- Coordinates, manages and hosts webinars and virtual classroom training.
- Collaborates with SME's and the Training Development Team in planning, designing and evaluating training programs and resources.
- Assists in creation of classroom training materials by using best practices for the presentation of information and utilizing branded templates.
- Works with staff to design and create resources, virtual learning and classroom learning.
- Monitors and evaluates training programs to ensure they are current and effective.
- Performs administrative tasks such as monitoring costs, scheduling classes, setting up systems and equipment, and coordinating enrollments.
- Maintains website and LMS for training programs and resources. Coordinates the use of social media to engage and communicate with our members.
- Delivers training using a variety of instructional techniques virtually and in the classroom.
- Manages multiple projects simultaneously.
- Assists in the coordination of the CVMIC monthly electronic newsletter.
- Assists members with utilization of the LMS and online training resources and programs.
- Develops, categorizes and maintains multi-media learning resources, including job aids, microlearning and sample documents.
- Assists with organization video needs outside of training, including marketing and member communications.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree (BS) in business administration, distance learning, instructional design, educational technology, human resources or equivalent, 3 years related experience or equivalent combination of education and experience.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of instructional design concepts, principles, theories and applications, including adult learning principles.
- Knowledge of authoring technologies, design tools and multimedia applications including Articulate, Adobe Connect and Camtasia or similar video editing software.
- Knowledge of virtual design principles, strategies, techniques and technical standards.
- Knowledge of needs analysis, instructional strategy, design and evaluation.
- Knowledge of various writing styles, as well as grammar, punctuation, spelling and sentence/paragraph mechanics.
- Knowledge of computer software including presentation software, data base management, word processing and other related areas.
- Ability to conduct research into course development and delivery concepts, as well as technical software issues.
- Ability to identify users' needs, analyze and logically organize information, and transform information into professionally designed, engaging and effective solutions.
- Ability to develop virtual learning products from start to finish.
- Ability to plan and coordinate activities to meet work objectives.
- Ability to effectively interact with others both within and outside the organization.
- Ability to communicate professionally, timely and effectively, both verbally and in writing.
- Ability to conduct effective training virtually and in-classroom, using sound communication and public speaking skills.
- Ability to work with limited supervision.
- Ability to operate a computer and understand/learn various computer software programs and A/V equipment.
- Ability to work effectively as part of a management team.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
- Strong skills in MS Office (MS Word, Excel and PowerPoint), Articulate Storyline, Adobe Connect and Camtasia.
- Good organizational and time management skills.

Benefit Information

Health Insurance:

Subject to annual approval by the Board of Directors, CVMIC contributes the full cost of family or single coverage for full-time employees (effective on the first of the month following thirty (30) days of employment).

Dental Insurance:

Subject to annual approval by the Board of Directors, CVMIC contributes the full cost of family or single coverage for full-time employees.

Life Insurance:

Subject to annual approval by the Board of Directors, CVMIC provides a basic term life insurance policy. The amount of term insurance provided depends upon the employee's position and salary at CVMIC.

Disability Insurance:

Subject to annual approval by the Board of Directors, CVMIC provides a basic disability insurance policy for all full-time employees.

Retirement Benefits:

Employees are eligible to participate in the retirement plans after completing one year of service with CVMIC. Each year the CVMIC Board determines what, if any, contributions it will provide in retirement benefits to CVMIC employees.

Simplified Employee Pension Plan (SEP): Under this plan, CVMIC has historically contributed an amount equal to 12.1% of an employee's earnings. The CVMIC Board of Directors determines which entity administers these funds.

Deferred Compensation: CVMIC currently makes available to its employees, on a voluntary basis, participation in a deferred compensation plan. Under this plan, each employee may, on a tax deferred basis, contribute up to 15% (with a maximum annual contribution established by the IRS) of gross earnings. CVMIC provides no contributions to this plan.

Holidays: 10 paid holidays / 2 Floating Holidays

Vacation:

Less than one year:	7 days per year
1-4 years:	12 days per year
5-9 years:	15 days per year
10-14 years:	20 days per year
15-19 years:	22 days per year
20+ years:	25 days per year

Sick Leave: 1 day per month, with a maximum accrued carry-over of 120 days.

Education:

With the advance approval of the Chief Executive Officer (CEO), CVMIC will reimburse an employee for up to 75% of the cost of tuition, books and testing charges relating to approved educational, courses or certificate programs.