

ARWA Training Specialist

in Montgomery, Alabama

Position Description

The Alabama Rural Water Association has been an integral training provider for water and wastewater professionals in Alabama for over 40 years. Our Training Specialists are the folks who carry out these activities throughout the State of Alabama. A Training Specialist will plan, promote, and execute training sessions and events. Sometimes, this person is a meeting facilitator; ensuring a smooth, comfortable and timely training event. Other times, this person is an instructor and teacher; providing vital information to professionals in the industry. Many times, this person does both simultaneously.

Essential Job Responsibilities

- Extensive In-State Travel required, and some out-of-state travel.
- Plan, promote, and execute in-person training sessions across the State of Alabama.
- Monitor, and possibly create, online training opportunities for water and wastewater professionals in Alabama.
- Meet or exceed the targeted goal for attendee and partner satisfaction.
- Collaborate with ARWA managers, partners, and associates on the design of the training program and learner material content.
- Assist in the development and maintenance of learning materials, training reports, and records.
- Understand core ARWA products and services, knowledge of ancillary services and products promoted by the ARWA.
- Facilitate training seminars for Alabama water and wastewater professionals in small and large group settings.
- Expand Alabama water and wastewater professionals' knowledge of ARWA core services and related initiatives.
- Brew an exceptional pot of coffee.

Basic Qualifications for Consideration

- Must be fluent in both written and spoken English
- Must be able to accept and take direction.
- Minimum 5 years management experience of Water or Wastewater Utilities
- Must possess a valid Alabama driver's license
- Must qualify for auto insurance through the Association's auto insurance policy
- Exceptional organizational and time management skills
- Ability to speak in public
- Great written communication skills
- Knowledge and experience with computer software, primarily:
 - Microsoft Office Suite
 - Excel
 - Word

- PowerPoint
 - Publisher
 - Outlook
- Possess the ability to lead multiple projects simultaneously with little or no supervision

Preferred Qualifications for Consideration

- Live within (or be willing to relocate to) 60 miles of the ARWA office
- Knowledge of the Alabama Department of Environmental Management (ADEM) Division 7, 10 and 6 Regulations governing water and wastewater operator certification and water and wastewater utility operations
- Possession of AL Water and / or Wastewater Operator Certification Certificate(s)
- Public speaking / teaching experience
- Substantial Public Relations and Communications Skills
- Possess strong social media skills
- Advanced or expert computer software skills
 - Advanced PowerPoint Techniques
 - Prezi and other similar presentation alternatives (Google Slides, Keynote, PowToon, Slidebean, etc.)
 - Knowledge of web-based learning management systems (LMS) such as Blackboard, Moodle, etc. (not a major consideration, but would be nice)
 - Adobe creative software proficiency (photoshop, after effects, captivate) (not a major consideration, but would be nice)
 - TechSmith Camtasia or other screen recording and learning presentation software (not a major consideration, but would be nice)
- Ability to create and communicate through visual mediums (info-graphs, charts, etc.)
- Willingness to learn and implement cutting-edge concepts and software concerning varying training techniques
- Willingness to innovate and communicate such potential innovations to management

Compensation and Benefits

- Competitive compensation is negotiable and based on qualifications / experience.
- Benefits include:
 - Membership in the Society of Water Professionals
 - Training allowances when necessary to further develop your skills
 - Participation in State of Alabama Retirement System
 - Full Paid Single and Family Health Insurance
 - Local Government Blue Cross / Blue Shield Health Insurance
 - Company Vehicle
 - Company Credit Card
 - Vacation and Sick Leave
 - Federal Holidays
 - More... Inquire during interview

- A great work atmosphere where innovation, advancement, and autonomy are not only appreciated, but encouraged.
- Occasional work parties and celebrations.

If qualified, please email your resume to arwa@alruralwater.com or fax to (334) 396-7090.

The ARWA is an equal opportunity employer.