



Opening Date: 06/9/2017  
Closing Date: Open Until Filled

**Vacancy Announcement #37-17**  
**Organizational Development Associate**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

**SUMMARY DESCRIPTION**

This position reports to the Manager, Organizational Development and Retention. The role requires some knowledge and understanding of the talent management function including: workforce planning, organizational design, performance management, talent assessment and succession planning. Some exposure to Human Resources and learning development and analytics. Specifically, the Organizational Development Associate will provide communications, presentation, training, project planning and project management support. This is dynamic role requires exceptional written and oral communication, interpersonal and organizational skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

**PROGRAM MANAGEMENT AND SUPPORT**

- Assist the Organizational Development and Retention Manager in course/project management.
- Support the development, scheduling and implementation of an annual training calendars which will include all activities for employees, and new hires.
- Work with Organizational Development and Retention Manager to manage the development and delivery of training programs such as program materials, instructor preparation, and participant registration. Assist with planning, developing and execute on Events DC's curriculum for the calendar year.
- Lead the vendor management process in in collaboration with the HR Generalist (HRIS).
- Provide information to participants, internal/external speakers and trainers, as well as Events DC stakeholders.
- Oversee the management of attendance, course records and individual records.
- Complete and maintain training catalogs, course descriptions (prerequisites) and global calendars.
- Monitor Continuing Professional Education credits and issue course completion certificates and manage training compliance; review, process and track training approvals.
- Support focus group meetings.
- Maintain all program documents.
- Prepare, secure and manage materials, copy, ship and prepare training materials tent cards and sign-in sheets, as required
- Contribute to team effort by accomplishing related results as needed and as assigned
- Handle coordination of Tuition Assistance Program
- Self-familiarize with general work product to remain knowledgeable about program activities and respond to inquiries with accuracy
- Collaborate well with internal and external clients

## **EVENT AND LOGISTICS MANAGEMENT**

- Support training coordination across Events DC venues, including the set-up of classrooms to ensure they are conducive to learning, coordinating appointments and visits to assess training venues, and scheduling of events on the calendar.
- Establish training venues and venue logistics with internal and external to Events DC venues.
- Manage venue logistics and prepare checklists for training logistics management and employee events

## **COMMUNICATIONS**

- Serve as liaison between the departments and participants.
- Communicate with internal and external instructors, participants on course, event coordinator regarding confirmations.
- Develop and prepare communications, agendas, course outline and evaluation forms for each session in collaboration with Manager, Organizational Development and Training.
- Draft communications for global employee communications.

## **MEASUREMENT & EVALUATION**

- Assist with transfer of learning surveys and review results for further action and recommendations
- Prepare monthly and quarterly progress reports for Manager, Organizational Development and Training.

## **BUDGET AND EXPENSE MANAGEMENT**

- Support Manager, Organizational Development and Training, in managing OD and Engagement budget including planning, accruals and actual expenses.
- Track expense trends, costs associated with training courses and Engagement Events, as well as individual budgets, invoicing and reporting.

## **CORE COMPETENCIES (SPECIALIST)**

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree
- Minimum of 2 years working in professional services environment
- Proficient in the Microsoft suite of products (i.e. PowerPoint, Excel, Outlook and Word).
- Basic knowledge of adult learning principles
- Proficient in SharePoint
- Experience in event coordination for offsite and onsite learning and development programs.
- Familiarity with Learning Management Systems
- Project management skills: ability to manage multiple projects

- Financial acumen: ability to manage invoices and budgets
- Superb oral and written communication skills
- Proven experience in coordinating training programs and other employee focused events, such as managing registration, program and event management
- Ability to work in a fast-paced, growth oriented and matrixed organizational environment where independence, felicity and adaptability are required
- Must be comfortable working in a fast-based dynamic environment
- Demonstrated critical thinking skills and attention to detail
- High professional standards for customer service, quantity/quality of work and business results
- Excellent teamwork and interpersonal skills
- Ability to maintain confidentiality and stay organized in a fast-paced environment
- Exude the organizations guiding principles (Strive for Five)
- Demonstrate willingness and ability to work with diverse workforce
- Foster and demonstrate a workplace inclusive of creating opportunities, serving others and building trust with internal customers
- Open to traveling between various location on as-needed basis
- Ability to be flexible with work schedule as needed to accommodate professional needs
- Prezi knowledge a plus

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**