



Job Description

Carnevale Associates, LLC is seeking a Training and Technical Assistance Specialist to join our growing team of professionals. We are a Washington, DC-based consulting firm and a designated small business, specializing in bringing strategic consulting solutions to governments, organizations, and communities as they confront the policy and program challenges of substance use, behavioral health, and criminal justice. Our team of subject matter experts bring a wealth of industry knowledge to develop practical and research-based policy solutions through research & evaluation, policy formulation, strategic planning, performance measurement & management, and training & technical assistance.

The Training and Technical Assistance Specialist will primarily conduct analysis of training needs and priorities, especially in the area of performance measurement. They will also develop training and user materials specific to performance measurement, including FAQs and user guides, and provide in-person and web-based training on performance system, report generation, and analysis tools. Some coverage on a system help desk are also required, especially during quarterly surge periods. Duties include but are not limited to:

- Conducting analysis of training needs and priorities related to performance measurement
- Providing training and technical assistance to federal staff and constituents on relevant subject matter, as described
- Developing training and user materials, including FAQs and user guides, and provide in-person and web-based training on performance system, report generation, and analysis tools
- Producing online webinars and other interactive media strategies, serving as the technical liaison between subject matter expert presenters and audience
- Conducting webinar and interactive media training sessions with presenters
- Recording, editing, and redistributing live video content for on-demand viewing, as part of interactive media strategies

Requirements

The ideal candidate will possess a combination of the following:

- Minimum BA or BS degree, preferably in Criminal Justice, Criminology, or related social science field
- 3+ years of experience with the development of training materials and tools, curricula, or Web-based training
- Experience in working with and supporting executive-level leadership
- Knowledge of adult learning theory and innovative training models and best practices
- Ability to obtain a security clearance. Applicants selected will be subject to a security investigation and will need to meet eligibility requirements for access to classified information
- Ability to provide training delivery, including in-person and Web-based offerings

Salary and Benefits

Carnevale Associates, LLC offers a robust benefits package. Salary is commensurate with education and relevant experience.

Please send a resume and cover letter to careers@carnevaleassociates.com.

Carnevale Associates, LLC is proud to be an Equal Opportunity Employer. We provide equal employment opportunity for all persons, in all facets of employment.