



capital avionics

I N C O R P O R A T E D

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Training Program Coordinator

Title Training Program Coordinator

Department(s) Training

Reports to President/CEO

JOB SUMMARY

You will be responsible for assisting the President/CEO in creating a new training division within the company. This includes:

- Researching and presenting for review the various methods of technical information delivery for the aircraft maintenance industry. This includes, but is not restricted to the following:
 - On-line courses in webinar format
 - On-line courses in workbook format
 - On-site training
- Researching available software and companies providing web based training templates for the training format(s) selected.
- Researching marketing methods.
- Researching available software and companies providing web based commerce.
- Researching testing methods, software and companies that provide these services.

MINIMUM REQUIREMENTS

- Enrolled in Bachelor's or Master's program with emphasis on education or a related field.
- GPA of 3.0 or higher (on scale of 4.0).
- Available to work 20 +/- hours per week on flex time basis.

PERSONAL ATTRIBUTES REQUIRED

- Self-motivated
- Good interpersonal and communication skills.
- Good computer and organizational skills
- Attention to detail
- Ability to finish a task

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

This is an hourly based position, paying \$15.00 per hour. We are an Equal Opportunity Employer that promotes a drug and alcohol free work environment.