



Hillside Family of Agencies is hiring a full time Manager of Organization Development and Learning in Rochester, NY!

The Manager of Organization Development & Learning (OD&L) assesses the learning needs of the organization, develops appropriate learning content, identifies additional learning resources, develops facilitators and provides live and on-demand learning opportunities for HFA employees and employees from other supported organizations.

Responsibilities include, but are not limited to:

- Responsible for the new employee training, professional development, and leadership development, as well as all regulatory training standards.
- Designs, develops, and implements curricula and learning resources in line with instructional design principles and best practices.
- Manages all logistics associated with learning events, communication, registration, materials, evaluation, etc.
- Facilitates live in-person training, live training via video conference, live on-line training, and on-demand computer-based training content according to identified standards of excellence
- Responsible for consulting with teams and individuals throughout the agency.
- Consults and collaborates with others regarding programmatic needs; develops project plans to address the programmatic needs, and facilitates the identified team's work to implement the desired solution.
- Manage projects and facilitate implementation of initiatives in order to develop the systems, processes and learning products that foster a culture of engaged and prepared employees who can best meet the existing and future needs of children, youth, and families.
- Assesses developmental needs to identify competency-based learning and development initiatives and process creation that will best serve the organization.
- Administers surveys and records, manages, analyzes, and summarizes quantitative data and qualitative information to assess training reach/compliance and impact/effectiveness.
- May lead groups, committees, or project teams.

Requirements: Bachelor's degree in Organizational Development, Instructional Design, HR or related areas. Master's degree preferred. Candidate must have at least 3-5+ years' experience within an Organization Development/Training department with experience in organization and leadership development, instructional design and facilitation. Experience in creating content is key (beyond delivering the trainings). Prior work in a Human Services environment preferred.

Resumes can be emailed to Jessica Schirmer, [jschirme@hillside.com](mailto:jschirme@hillside.com).