

## Training Specialist

Pittsburgh Regional Transit is seeking a Training Specialist to coordinate and facilitate a range of training and development programs to ensure employees receive comprehensive professional development opportunities. Foster a customer-focused and welcoming environment for both new and current employees. Lead all aspects of new hire orientation and provide instructor-led training on various applications, including Word, Excel, PowerPoint, Teams, and the Learning Management System. Support departmental operations by managing administrative tasks such as processing purchase orders and coordinating special functions. Assists with recruitment functions when needed.

### Essential Functions:

- Manage new hire orientation, including creating and distributing communications to new hires and presenters. Proctor orientation sessions, act as a liaison between new hires and hiring departments, lead orientation tours, and monitor the completion of required trainings.
- Administer functions within the department, including processing purchase orders, ordering office supplies, and coordinating various development-related organizational functions. Maintain accurate employee training records in PeopleSoft HRMS.
- Deliver training on applications such as Word, Excel, PowerPoint, Teams, and additional topics as assigned.

### Job requirements include:

- High School Diploma or GED.
- Bachelor's degree in education, communication, business or related field from an accredited college or university. Related experience may be substituted for the education on a year-for-year basis.
- Minimum of one (1) year experience in training and development with adult learners.
- Minimum of one (1) year of experience in program/project administration.
- Minimum one (1) year of experience utilizing and supporting the use of O365 applications such as Word, Excel, PowerPoint, and Teams.
- Professional and effective communication skills, verbal and written. Comfort with editing and proofing documentation and presentations.
- Excellent public speaking skills.
- Ability to manages multiple tasks, high volume, and adhere to deadlines.
- Willingness and ability to work shifts and pass days.

### Preferred attributes:

- Demonstrated ability in the use of design software, including Adobe Illustrator, Adobe Premiere, Canva, or similar.
- Experience in managing a Learning Management System.
- Experience in utilizing an Employee Resource Planning (ERP) system such as PeopleSoft.
- Experience in the recruitment process including interviewing.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Danielle Jacobson  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[DJacobson@RidePRT.org](mailto:DJacobson@RidePRT.org)

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