

## JOB DESCRIPTION

# Contract Trainer

### **About Wavelength**

We've been providing communication skills courses to some of the top companies across Canada and the United States for more than 50 years. We're passionate about clarity, obsessed with quality and dedicated to helping our clients achieve success through their documents, presentations, and meetings. We provide a comprehensive range of writing, presentation, and meeting skills courses.

### **About the role**

Are you passionate about language, writing and presenting? Are you a experienced facilitator with strong communication skills? Maybe you're a professional writer with an interest in teaching adults? If you feel you have the right background, share our passion, and have experience delivering live training to groups, we'd love to talk to you about joining our team.

Our business is growing and we're looking for contract facilitators in the United States. As a member of our training team, you are responsible for delivering in-person and virtual courses, sometimes on your own, sometimes co-teaching with another facilitator. We provide detailed facilitator guides for every course, and we certify you before you deliver any of our training. You are responsible for adapting the training delivery to different industries and clients.

### **Why join Wavelength?**

As experts in our field, we attract top Learning & Development talent. Many members of our team have been with us for 20 plus years. Our proprietary learning content is thorough, and our facilitators are proud to deliver high-quality courses to our clients worldwide. We make a difference – our clients appreciate worthwhile learning experiences that help them gain skills and confidence as communicators. Our five values exemplify how we treat ourselves, each other, our clients, and our communities.

## Responsibilities and duties

We're looking for people who share our passion for learning and drive for excellence. As a facilitator with Wavelength, you:

- Prepare by learning our leader's guides and comprehensive course materials
- Work with the relationship manager and instructional design team to adapt your delivery to the learners, the client, and their industry
- Deliver live virtual or in-person sessions, which range from 60-minute webinars to two-day courses
- Prepare by learning our leader's guides and comprehensive course materials
- Attend client meetings, as needed
- Attend pre-course meetings with your producer for virtual sessions
- Be available to answer follow-up questions from learners for 30 days after the course is finished
- Debrief your delivery with the relationship manager

## Qualifications and skills

- Experience teaching adults in person and virtually
- Experience facilitating with virtual meeting software (Zoom, WebEx, Microsoft Teams)
- Excellent communication and facilitation skills
- Experience using adult learning principles
- Client-focused mindset
- A car to travel to local clients
- Ability to travel nationally and internationally – our clients are all over the world, so you need a passport
- A graduate degree (MA, PhD) is an advantage
- Having a second language is a benefit

Wavelength is committed to being sustainable. We are a remote business, with team members located across Canada and the US.

Maybe this isn't a fit for you, but you know someone else who would be perfect. Please forward this job ad to them!

If this description fits you, please send your resume **and a cover letter** to [careers@wavelength.training](mailto:careers@wavelength.training).