

**JOB TITLE:**

Learning & Development Specialist

**FLSA:**

Non-Exempt

**DEPARTMENT:**

Human Resources

**REPORTS TO:**

HR Director

**SUMMARY:**

Under moderate direction from the Director of Human Resources, the Learning and Development Specialist will design, implement, facilitate, evaluate and modify the Firm's learning environment for all levels of personnel, including Attorneys and Staff utilizing appropriate internal and external resources.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree required (preferably in Learning & Development, Human Resources Management, Organization Development or other related field)
- Three (3) to five (5) years of industry or equivalent business experience to include organizational learning needs assessment; instructional program design, facilitation, and evaluation; strategic career pathing; and training material development
- Working knowledge of MS Office suite; demonstrated competency in LMS design and utilization
- Previous experience in the legal environment highly preferred

**COMPETENCIES AND SKILLS:**

- Demonstrated ability to think strategically and to align strategic and operational needs with learning and development programs
- Strong oral and written communication skills; superior planning and presentation skills
- Excellent interpersonal skills and ability to interface effectively with all levels of internal and external stakeholders
- Demonstrated ability to analyze and interpret training needs and condense and present concepts and requirements into effective training materials and presentations that are customized for the intended audience

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct needs assessment to identify training gaps in Firm
- Design, implement, facilitate, evaluate, and modify learning programs responsive to Firm's needs, including, but not limited to, new hire onboarding and in-service workshops on technical and continuing professional development topics using a "corporate university" training model
- Manage the training request process via the E-LMS including the processing, logging, and tracking of all training-related requests
- Work with management to develop Career Development plans that support the company's strategic business goals
- Develop cost-effective learning options to meet the specific business needs of the organization and

create a high performance workforce. Ongoing management of learning resources and vendors.

- Ensure all deliverables are instructionally sound, complete, and accurately reflect the identified customer need.

- Design program certification process to validate the effectiveness of training

- Research potential vendors and manage vendors that supply training to the organization to ensure they are meeting all contract requirements

- Complete special projects as requested

**WORKING HOURS:**

Work may require more than 40 hours per week to perform the duties of the position. Travel or weekend work for special events may be required.

**WORKING CONDITIONS:**

Work is performed in a normal heated or air-conditioned office environment.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in E-Verify.*