

CORNERSTONES
CAREER LEARNING CENTER

Job Title: Business and Industry Training Coordinator

Purpose

The Business and Industry Training Coordinator drives revenue growth for Cornerstones by building strong relationships with businesses and industry partners and delivering high-quality, customized training solutions. This role leads business development efforts, identifies employer training needs, and ensures that Cornerstones is recognized as a trusted provider of workforce development. For candidates in full-time positions, additional responsibilities may include Employment Specialist or Adult Education Instructor duties.

Key Responsibilities

Business Development & Client Relations

- Actively prospect, engage, and secure new business and industry partners to expand Cornerstones' paid training services.
- Build and maintain strong, long-term relationships with employers, serving as their primary training consultant.
- Develop and deliver compelling presentations, proposals, and contracts that demonstrate ROI for training investments.
- Negotiate agreements, define project scopes, and manage client expectations.

Training Design & Delivery

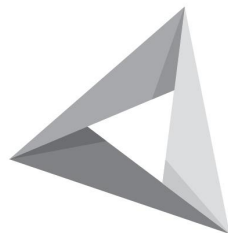
- Conduct training needs assessments using interviews, surveys, and performance data.
- Identify skill gaps and business challenges that can be solved through workforce training.
- Collaborate with subject matter experts to design effective, customized training solutions.
- Deliver engaging training sessions directly or coordinate delivery with other instructors.
- Measure and report on training effectiveness and business outcomes for clients.

Revenue & Program Management

- Manage multiple training projects, ensuring timelines, budgets, and client expectations are met.
- Track revenue, participation, and outcomes to demonstrate program impact and sustainability.
- Represent Cornerstones at community, business, and industry events to promote services.

Optional Responsibilities (for full-time staff)

- **Employment Specialist:** Provide career counseling, assist clients with obtaining and retaining employment by assisting in developing relationships with employers.
- **Adult Education Instructor:** Teach adult learners in GED preparation or English language classes.



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Qualifications

- Bachelor's degree in business, organizational development, education, or related field (experience may substitute).
- Proven experience in business development, corporate training, or workforce development.
- Strong presentation, sales, and negotiation skills.
- Ability to design and deliver effective training programs.
- Excellent relationship-building and communication skills.
- Strong project management abilities.
- Bonus: experience with curriculum design or bilingual skills.

Position Details

- Full-time or part-time available.
 - *Full-time*: Includes either Employment Specialist or Adult Education Instructor duties.
 - *Part-time*: Focus on business and industry training only.
- Evening hours are required, and weekend hours may be required to meet business partner needs.
- Flexibility is required for program delivery and professional development.

Benefits (for full-time positions)

- 100% employer-paid health, life, and vision insurance.
- Paid holidays and generous vacation (up to 3 weeks/year first 5 years; 4 weeks after 5 years).
- Personal leave (40 hours annually).
- Employer-matched retirement plan (3%).
- Flexible scheduling with shorter Fridays and built-in professional development.
- Pre-tax medical and dependent care options.
- Dental and AFLAC insurance options.