

QCR Holdings, Inc.

Job Description

TITLE: Business Transformation Training Specialist

REPORTS TO: VP, Corporate Communications & Investor Relations Manager

DEPARTMENT: Corporate Communications

LOCATION: Cedar Rapids, IA, Davenport, IA, Des Moines, IA

Job Summary

This position will develop simple and effective training and change management material for our company. This role will support numerous technology and process changes.

The ideal candidate approaches work from the employee perspective, and thinks thoroughly through the training needs of the organization. He/she must be able to deliver quality training material in a fast-paced environment and be adaptable to changing priorities.

Job Responsibilities:

- Develop and execute training plans utilizing a variety of mediums including, step-by-step instruction guides, toolkits, and in-person/virtual training sessions.
- Develop material that is easy to understand and targeted to specific audiences.
- Manage stakeholder reviews/updates to material accurately and efficiently
- Serve as a training expert for internal stakeholders; driving best practices
- Work closely with the IT organization; attend project meetings

Qualifications:

- Bachelor's degree from an accredited college/university required, or equivalent work experience
- At least 5 years of relevant work experience
- Strong communication (written and oral) skills; including facilitation of workshops/training sessions
- Strong computer skills, including Microsoft Outlook, Word, Excel, and Powerpoint
- Experience developing training material in many forms
- Ability to build, nurture, and maintain relationships with all levels of the organization, in multiple geographical locations