CONTRACT FACILITATOR/TRAINER

Announcement Date: July 13, 2019
Work Schedule: Flexible scheduling with evening as needed
Salary Range: Independent Contractor / Fee for Service Contract
Status: Curriculum training in August; Facilitation as needed

Position Summary:
Pearl S. Buck International (PSBI) is seeking training professionals to provide cultural awareness, diversity training in the workplace using approved PSBI Welcome Workplace curriculum.

Key Responsibilities:
- Designing, Developing presentations, activities and group exercises.
- Facilitation of Pearl S. Buck training curriculum on a variety of topics including cultural awareness, diversity and inclusion.
- Assist participants in reaching decisions and accomplish goals during work projects, training, strategic planning for diversity and inclusion tasks forces, and organizational change workshops.
- Research and select the best platform to deliver and utilize training material.

Position Requirements:
- Knowledge of diversity, inclusion and cultural awareness issues and a willingness to participate in trainings and learnings about the training module topics.
- Bachelor’s degree in education, business, human resources, non-profit, consulting, information technology, or related field.
- Certification from talent and training associations is a plus
- Two (2) years’ previous experience as a trainer, corporate training specialist, or related position
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Experience with technologies and best practices for instructional manuals and teaching platforms
- Strong interpersonal skills with an emphasis on communication and public speaking with all levels of management
- Must have valid driver’s license & current automobile insurance coverage & the ability to travel within the community throughout the workday with full time access to an automobile
- Ability to work a flexible schedule that may include evening when needed for client meetings & speaking engagements
- Detail oriented, highly organized, self-starting, innovative, articulate, high energy, reliable, team player, & resourceful are desirable attributes
- Ability to secure professional liability insurance

Organization Description:
Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County).

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck’s home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at www.pearlsbuck.org for more details.

Resumes should be Faxed to (215) 249-9657
Emailed to lkauffman@pearlsbuck.org or Mailed to 520 Dublin Rd, Perkasie, PA 18944