



DOCUMENTATION, CURRICULUM DEVELOPMENT, & TRAINING SPECIALIST

WHY WORK WITH EDULOG

Founded in 1977, Education Logistics, Inc. (Edulog) provides logistics solutions to school districts and bus contractors across North America, supporting a vast number of employees, staff and other stakeholders to ensure safe, efficient transportation to their student population. Edulog offers exciting opportunities to enhance your career as part of an industry-leading software company. As an employee of Edulog, you will join teams that improve student transportation systems through our innovative technology, across the U.S. and internationally. You will have the opportunity to gain invaluable experience in the software industry, allowing you to grow professionally and move interdepartmentally as your skills develop. If you are looking for a dynamic company, in which to expand your knowledge and experience professional growth, consider Edulog for a collaborative and creative atmosphere where your efforts are appreciated.

PRIMARY RESPONSIBILITIES

As a DCDT Specialist, you will:

- Facilitate engaging, student-centered training sessions for internal and external audiences in both remote and face-to-face environments.
- Collaborate with cross-departmental teams to align and implement training initiatives that support organizational goals.
- Identify, adopt, and deliver instructional methods and technologies tailored to a diverse audience of adult learners.
- Develop and refine training materials for various products, including resource guides, lesson plans, presentations, interactive eLearning modules, and other curriculum content as needed.
- Perform additional duties and tasks as assigned.

QUALIFICATIONS & REQUIREMENTS

Education & Experience:

- Bachelor's degree in training, communications, education, or a related field.
- 2+ years of experience in training, development, or equivalent professional experience.

Technical Skills:

- Proficiency with Adobe Creative Suite.
- Experience using Learning Management Systems (LMS).
- Familiarity with curriculum development tools such as Articulate 360 or similar platforms.
- Knowledge of GPS or transportation fleet management systems is a plus.

Training Delivery:

- Expertise in facilitating training through video conferencing tools and in-person sessions.
- Ability to design and deliver clear, concise, and visually engaging instructional materials.

Communication & Interpersonal Skills:

- Strong written communication skills with attention to detail and clarity.
- Professional, approachable demeanor capable of building rapport with remote and in-person audiences.
- A collaborative mindset with the ability to work effectively across teams and with diverse stakeholders.

Organizational & Leadership Abilities:

- Exceptional organizational skills with the ability to prioritize, multitask, and meet deadlines in a fast-paced environment.
- Demonstrated ability to lead, support, and inspire team members while achieving high-quality results.

Additional Requirements:

- A coachable attitude and eagerness to learn and adapt to new concepts and tools.
- Valid driver's license, clean driving record for the past five years, and ability to travel regionally as required.

TO APPLY: Please visit our website at <https://www.edulog.com/careers/> to fill out an application and submit a cover letter and resume.