



**PART-TIME OPENING  
COLORADO SPRINGS**

**EMPLOYMENT WORKSHOP FACILITATOR / CAREER TRANSITION TRAINER**

CATEGORY:	RATE OF PAY:	START DATE:
Part-Time / Hourly	Negotiable / DOE	ASAP

Insignia is accepting résumés for a **part-time** Employment Workshop Facilitator/Career Transition Trainer in the location listed above. As a Facilitator/Trainer you will conduct transition workshops for military service members and dependents to assist and prepare them for their return to the civilian workforce. Each workshop is three days in length (weekday, daytime hours). Workshops are requested as needed, and vary depending on the individual demands of each site. **This equates to approximately two workshops per month but may fluctuate.** *Recruitment is limited to the local commuting area, within 50 miles of the military installation/workshop site.*

This could be an excellent opportunity for military spouses or veterans living in the area, or anyone who is interested in assisting future veterans during their transition.

**Workshop curriculum is focused on areas including but not limited to:**

- Self-Appraisal
- Career Decision Making
- Identifying Job Goals
- Job Search Techniques
- Translating Military to Civilian
- Marketing Transferrable Skills
- Résumé Preparation
- Interviewing Skills
- Dress for Success
- Job Offer and Salary Negotiation

**Qualifications and Experience:**

- Bachelor's Degree; preferably in Training, Education, Human Resources, or related field
- Three years training/facilitation experience; preferably in delivering employment related workshops
- Comprehensive understanding of the U.S. labor market and public/private sector employment practices
- Dynamic training style, ability to engage workshop participants (*Note: A training demonstration will be required as part of the interview process.*)
- Outstanding oral and written communication skills
- Knowledge of the military and experience working with military clients is strongly preferred
- Must have a Military ID or other document allowing easy access to military installations/buildings
- Must have regular/consistent access to Internet/personal computer; additional use of scanner and/or fax machine may be required on occasion
- Flexibility to travel to other military bases to deliver workshops preferred

**If interested, please email your cover letter, résumé, and salary requirements to:  
tap\_careers@insigniafederal.com; ATTN: EW Facilitator – Colorado Springs**

EOE/AA