COMPANY BACKGROUND

K. Parks Consulting, Inc. (KPC) is an 8(a) certified woman- and minority-owned small business. We are a premier provider of award winning training and development services. Since 2005, KPC has provided innovative and uninterrupted instructor management solutions through the application of evidence-based methodologies and approaches. Over the last three years, KPC has trained nearly 3,000 students with an average enrollment of 30 students per class. These classes are held at government, military, and public venues in multiple locations throughout the United States. A select list of our customers includes: The United States Army, the Army and Air National Guard, Defense Civilian Personnel Advisory Service (DCPAS), Department of Education (ED), Defense Equal Opportunity Management Institute (DEOMI), Defense Information Systems Agency (DISA), Kirtland Air Force Base, Military Intelligence Readiness Command, Naval Air Systems Command, the Naval Air Warfare Center Training Systems Division (NAWCTSD), U.S. Department of Agriculture (USDA), U.S. Department of Veterans Affairs, and several non-profit and Fortune 500 companies. Headquartered in Melbourne, FL with satellite locations in Orlando, FL and Washington, DC, KPC has an in-depth understanding of Federal, state, military, and non-government workspaces.

KPC has been consistently recognized during the past five years for innovative accomplishments in the services we provide our clients. These recognitions come from such organizations as the Association of Employee Resource Groups and Councils, DiversityInc, Diversity Business, NAACP, the Best Places to Work in the Federal Government, as well as the Society of American Indian Government Employees. Moreover, KPC was recently nominated for the 2014 Best Places to Work in Orlando honor. Having received the 2014 Enterprising Woman of the Year award, Dr. Parks was also recently recognized by Profiles in Diversity Journal as a Woman Worth Watching®. KPC was recognized by the Procurement Technical Assistance Center (PTAC) in Orlando, FL, as a high-potential client. KPC has developed a reputation for providing industry-leading service and support to its clients by applying an approach that allows customers to maximize their people for maximum results.

JOB DESCRIPTION

JOB TITLE: Curriculum & Training Program Development Intern
CREATED/REVISED: March 7, 2015
LOCATION OF POSITION: Telework
REPORTS TO: Curriculum & Training Program Developers

PRIMARY PURPOSE OF POSITION:
The Curriculum & Training Program Development Internship is designed to expose students to the business and culture of the Learning & Organizational Development (L&OD) department within KPC. The Curriculum & Training Program Development Intern will work on project-based, real work assignments that align with their area of study. The Internship is considered temporary employment, with a predicted ending point. No full-time employment commitments are made; however, depending on satisfactory completion of certain criteria, candidates may be considered for full-time positions upon graduation.

JOB-RELATED QUALIFICATION STANDARDS

KEY TASKS & RESPONSIBILITIES
• Assist in designing and developing curriculum content, training materials, training modules, and training aids related to KPC’s curriculum and training program development within the L&OD department
• Conduct literature reviews of reputable academic materials on a variety of training, learning, and organizational development topics; present findings in written reports with accurate APA style citations
- Conduct image and video searches to locate media elements relevant to a variety of training topics
- Review, make revisions, and provide feedback on curriculum and training materials following KPC formatting and writing standards
- Successfully meet deadlines for multiple, simultaneous projects
- Support the development and implementation of instructor-led training simulations
- Support the development of online module creation
- Participate in weekly L&OD Team Meetings
- All other duties as assigned within the realms of Curriculum Development and Training

**KNOWLEDGE/SKILLS/ABILITIES/QUALIFICATIONS**

- Aspire to learn about and contribute to curriculum and training program development, and the internal functions and processes of a professional training and development organization
- Possess a foundational understanding of curriculum and training program development strategies and theories (e.g., Adult Learning Theory, Kirkpatrick's 4 Levels, etc.)
- Knowledgeable and functional in technical writing, including consistent and correct use of tense, grammar/spelling and terminology that is interesting and varied
- Ability to manage multiple tasks in a dynamic, deadline-driven environment
- Strong proofreading skills to produce error-free documents
- Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times
- Ability to work as an effective team member as well as independently
- Well organized and detail oriented
- Excellent time management skills
- Strong interpersonal skills
- Proficiency in MS Office (intermediate to advanced skills with Word and PowerPoint preferred)
- Ability to define and work within deadlines

**EDUCATION**

- Currently enrolled in an accredited college/university, pursuing a graduate degree in Curriculum Development, Industrial and Organizational Psychology, Education, Organizational Development, or Instructional Design required.

**APPLICATION REQUIREMENTS**

- Résumé / CV
- Cover letter detailing what your expectations are in an Internship