COMPANY AND CULTURE

The Jet Propulsion Laboratory (JPL), an operating division of the California Institute of Technology, is NASA’s lead center for robotic exploration of the solar system. Their core competency is the end-to-end implementation of unprecedented robotic space missions to study Earth, Mars, the Solar System and the Universe.

Located in Pasadena, California on a beautiful, casual, campus-like environment, they house approximately 5,000 employees who work across a multitude of engineering, research, scientific, and business operation disciplines. Situated on 177 acres in the foothills of the San Gabriel Mountains, the work environment with a functioning Mars Yard is unlike any other. As a part of NASA and Caltech, they explore the universe and make history through new discoveries. JPL inspires passion, fosters innovation, builds collaboration, and rewards excellence.

JPL’s spacecraft have visited all the planets in the solar system. Their telescopes are observing distant galaxies in the universe. JPL manages the worldwide Deep Space Network, an international array of radio satellites in the Mojave Desert, Madrid and southeast Australia, which communicates with spacecraft and conducts scientific investigations. It is the most sensitive scientific telecommunications system in the world. They also have cameras and sensors aboard satellites circling Earth to study the ozone, oceans and other Earth sciences. And JPL is currently managing twenty-eight space missions. JPL’s passion and drive matches their galactic scope.

There is a sense of exhilaration within the company as they seek measures to take the business operation to a new level as a premier partner with NASA in our nation’s vital space exploration program. This excitement carries into Human Resources where it is imperative to look to the future, be forward thinking in all aspects of human capital management, and be open minded to consider a world of possibilities.

JPL aims to do things never done before and to go places few can go. They dare mighty things. Do you?

WHAT MAKES THIS A GREAT OPPORTUNITY?

JPL is a mecca of research, innovation and technology, and if you aspire to be on the leading edge, there is no better place. A truly unique organization, JPL is a pioneer of space exploration technology and science, attracting and cultivating the best and brightest creative and technical minds. JPL values creative thought, technical excellence and teamwork, infused with the highest level of integrity. The Human Resources leadership team is dedicated to developing and enriching the talent needed for the workforce of 2025. This means thinking ahead, innovating and executing.

As a Technical Training Specialist, you will be part of a dynamic effort to prepare and support the workforce of the next ten years. You’ll be a fresh set of eyes to examine and cultivate learning and development at JPL to give it the visibility and recognition it deserves. Working with the Professional Development team and across the organization, you will prepare the JPL community for developing new skills sets that will support working differently in coming decade. Using your skills in adult learning theory, curriculum development, as well as project and change management, you will have the opportunity to showcase your knowledge of the latest programs and platforms in technological training. As JPL considers itself a learning organization, you will have the support and encouragement to initiate new technological developments to transform learning and strengthen core technical skills across the workforce.
JPL engages the minds of those that are intellectually curious and provides challenging opportunities for professional development and growth. Working with individuals who go beyond what can be touched, seen, or imagined creates a distinct atmosphere and culture. As perpetual students, JPL employees are exposed to various paths for learning and career fulfillment. If you are passionate about learning and development and are seeking opportunities to use your technical skills and background, JPL offers a significant opportunity to lead the way in transforming learning. Your mission awaits you.

**KEY ELEMENTS OF THIS ROLE**

This is not your ordinary training role. The Technical Training Specialist must be comfortable with the latest and greatest tools in technical training, and can effectively use technology to expand learning, development and manage change across the many different Sections of the Finance and Contracts Management Division (FCMD)

You will be an integral part of the Strategic Planning and Innovation Office (SPIO) and work in partnership with FCMD leadership on creating, delivering and managing projects for professional learning and development for a wide variety of employees across FCMD. This individual is paving the way for our future workforce, and best practices and new technology are crucial to this role. Support for this endeavor is strong and all FCMD leaders are committed to the success of the program with dedicated advisory groups to sponsor and support development initiatives that will improve FCMD’s organizational performance and ensure its missions are a success.

Specific job responsibilities include:

- Conducts needs analysis, implements end-to-end design and sustains a portfolio of programs that reflect the technical training needs of FCMD employees.

- Partners with FCMD leadership to implement their training and development plans in their respective organizations.

- Develop FCMD training materials for JPL specific classes to be offered to FCMD employees and/or JPL employees.

- Serves as the lead change management professional for FCMD in the development and implementation of FCMD initiatives and projects as they are implemented across the Division, Business Operations Directorate or across JPL.

- Partner with the Human Resources Professional Development/Technical Training section to plan and execute key JPL wide programs

- Partners with FCMD leadership to assess the success of learning and development activities. Provide reports and analysis and makes recommendations for technical learning and development roadmaps for FCMD talent.

**FIRST SIX MONTHS OBJECTIVES**
1. Learn the FCMD organization structure, culture, systems and processes and establish relationships with the FCMD leadership team and other key individuals, in order to dive in and contribute.

2. Demonstrate a solid understanding of the LMS (SumTotal) functionality and identify opportunities to achieve efficiencies in the design and delivery of training and development programs, leveraging this tool for some of FCMD’s training and development needs.

3. Work with each FCMD Section and Group Manager to assess their current training approach, needs, skills and talents required and translate that information to a comprehensive FCMD workforce development and training strategy.

4. Play a key role in the recommendation and implementation of training and change management strategies, including documentation, e-learning, instructor-led training, and communication/outreach plans.

5. Work with the Strategic Planning and Innovation Office and the Human Capital goal lead to ensure the developing training and development plans maintain alignment with this goal.

**REQUIREMENTS**

- Bachelor’s degree in a business discipline, technology, or training related field is preferred but training related degree (psychology, organizational development, behavioral sciences) will also be considered. MS or MBA is a plus.

- Six+ years’ training or organizational development experience in a large, highly technical environment. Experience in a process oriented matrixed work environment is a plus.

- Demonstrated proficiency in designing and implementing a variety of technical training and development programs for a finance, accounting or contract management workforce encompassing IT, Business and other Technical professionals. Working knowledge of Adult Learning Theory and Instructional Design Methodologies.

- Experience developing and implementing change management plans to facilitate learning and the adoption of new employee behaviors for business solutions ranging from medium to enterprise wide projects.

- Ability to create a thorough training needs analysis to guide course sponsors and subject matter experts to a measurable result.

- Experience in customizing internal and vendor provided course materials.

- Experience developing, delivering, and measuring instructor-led training with excellent classroom management skills.

- Experience in developing and managing self-paced online training using Adobe Captivate and leading live WebEx classes (cross platform and HTML5 compatible).

- Excellent communication and project management skills.

- Working knowledge of and experience with an enterprise wide LMS (SumTotal).
COMPENSATION AND BENEFITS
A competitive compensation and benefits package is offered, consisting of an attractive salary and benefits that includes medical and dental insurance, LTD, retirement savings plans, life insurance, three weeks of vacation the first year, and opportunities for training and development. JPL maintains a 9/80 workweek that provides every other Friday as a day off.

CONTACT
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