



JOB Description

Position: Training & Content Development

Location: Chennai



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Amenity Lifeline Emergency Response Team (ALERT) is a volunteer driven NGO that empowers a common man to save lives and ensure 'Right to Life' a reality in India. Core initiative of ALERT is to have an efficient Golden hour care and Emergency Response Management in India. ALERT currently has offices in Chennai, Coimbatore, Puducherry and Bangalore. ALERT is one of the pioneers in the field of imparting Emergency Response training to common man. The ALERT Head office in Chennai is looking for a multifaceted enthusiastic professional for whom bringing social changes and making an impact in the society is more meaningful. The application should have excellent communication skill, with the passion to work in social sector and with NGO in specific. The individual will work for ALERT with the opportunity to represent ALERT across India

Job Responsibilities:

- Deliver trainings in English, Tamil, and Hindi (online and In-person workshops)
- Lead Training of Trainer and Refresher programs
- Identifying areas of improvement and opportunities for the learner
- Evaluating training programs and materials as well as effectiveness of learning
- Generate strong pipeline of training workshops.
- Create training content under different topics.
- Deliver trainings to corporate employees, students and different segments of audience.
- Traveling to locations across India to deliver trainings.
- Communicating with patrons in corporate sector, educational institutions, and Government organizations
- Creating project proposals by researching patron's profile.
- Creating Project reports.
- Creating presentations for corporates and other patrons.

Education & Experience: Graduate or Postgraduate with 3+ years of work experience in delivering training and stakeholder management.

Skills Required:

- Should be a good team player with experience in working with multiple teams.
- Multi-tasking and time management skills with ability to prioritize tasks.
- Excellent written and verbal communication skills.
- Learning orientation.
- Creative and innovative thinking, which enables the trainer to keep things fresh to hold trainee's attention and improvise on their teaching style.
- Ability to build trust and follow-up.
- Experienced in working with Microsoft Office tools, Adobe, and other documentation tools.



ALERT

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"Train one in every family in emergency response"
Goal given to ALERT by Dr. APJ Abdul Kalam

