

Position Description

Project Management Professionals (PMP) Training Facilitator (Independent Contractor)

EEC Solutions is looking for a **Project Management Professional (PMP) Training Facilitator** in the Central Florida area to be responsible for the facilitation of our PMP Training to our customers.

EEC Solutions seeks innovative, results-oriented individuals with the creativity, initiative, and intelligence to overcome any challenge and succeed. The members of our team thrive in a culture that is anticipatory, agile, and schedule-driven; with a sense of urgency and a drive to succeed.

In order to be successful in this role, candidates will need to have a deep understanding of the training facilitating process and dynamics, and also superb interpersonal skills. Previous experience in a training/facilitator role is required.

Project Management Professionals Training Facilitators' Responsibilities:

- Participates in, and conducts technical training programs.
- Determines training objectives.
- Lectures/facilitates classes following outline, handouts and texts.
- Prepare students for practical exams and writes performance reports to evaluate trainees' performance.

Project Management Professionals Training Facilitators' Requirements:

- A bachelor's degree in any related field is preferred, but not required.
- 1-3 years of related project management experience.
- A commitment to excellent customer service.
- Excellent written and verbal communication skills.
- Superb interpersonal skills, including the ability to quickly build rapport with both students and clients.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.

- Able to work comfortably in a fast-paced environment.
- PMP Certification.

Place of Duty: To be determined

Salary: \$25.00 an hour when training facilitation is in session. This position is an independent contractor position (1099) under a six months contract with the possibility of becoming a full-time position based on performance.

To apply:

If you are interested in this position, please send us via email at support@dbaecolutions.com the following:

- 1) Resume with cover letter.
- 2) Three (3) references with contact information.

CLOSING DATE: Open until filled

EEC Solutions is proud to be an Equal Opportunity / Affirmative Action Employer. We are committed to abiding by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability and any other basis protected by applicable law. EEC Solutions is a free-drug professional environment.

