

ALIGN Consultant

Cheyenne, Wyoming based nonprofit organization is seeking a talented Consultant to establish and develop internal and external client relationships to provide the service of improving client organizational results by consulting, assessing performance, diagnosing problems, facilitating group interaction, training and recommending courses of action. Maintains client confidence in Western States Learning Corporation and protects client operations by keeping information confidential. The ability to travel is an essential part of the job. This position reports directly to the Align Division manager.

Responsibilities include:

- Seeks and enlist clients throughout the rural Rocky Mountain west.
- Develops collaborative relationships with clients, management and peers.
- Creates and completes contracts based on the needs of clients.
- Stays current on trends, skills and techniques in the Learning and Performance and Organizational Development fields.
- Convenes and leads large and small group briefings and discussions to appropriate and useful outcomes.
- Consults with potential clients to assess, diagnose, and survey effectiveness of client organization.
- Performs consulting services.
- Develops and presents materials to small and large audiences.
- Designs and delivers training, learning and development programs.
- Provides facilitation, organizational assessment and learning and performance services.
- **Additional responsibilities may be added as business needs change.

Qualified individuals will have:

- Bachelor's degree in a business, organizational development, education, Adult Learning or a related field; Master's preferred.
- Work experience of 3-5 years experience in education, advisory, consultative and/or sales environment.
- Consultative, advisory and sales skills.
- Experience in facilitation, organizational assessment and development.
- Excellent interpersonal, analytical, facilitation and negotiation and communication skills.
- The ability to develop and deliver presentations including excellent speaking skills.
- The ability to work within a team environment.
- Strong organization skills and will be detail oriented

SALARY: Commensurate with experience

CLOSING DATE: Open until filled

Interested candidates should submit an application and letter of interest to the Human Resources department.

Align, a division of Western States Learning Corporation performs education and felony background checks.

ALIGN
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