

Software Training Specialist

South Central Planning & Development Commission is accepting resumes for Software Training Specialists. The Training Specialist's main duty is to teach/train various users how to use our agency's custom software. This position involves frequent travel, exceptional communication skills, good computer skills, professional-level duties and judgment, routine administrative tasks, works well with the public, and coordinates well with office personnel. The Training Specialist must be capable of managing particular projects with limited supervision. The individual should possess a high school diploma as a minimum and have 5 years minimum similar work experience, or possess an Associate's Degree from an accredited University. This is a full-time hourly position with permanent status and fringe benefits. Benefits include retirement, health/dental/vision/life insurance, paid holidays, vacation & sick leave. Starting pay will be approximately \$17-\$25 an hour depending on experience.

Resumes will be accepted until positions are filled. Send resume to: SCPDC Training Specialist PO Box 1870, Gray, LA 70359 or email to: employment@scpsc.org SCPDC is an EOE/AE