



Title: GBAC Academy Training Coordinator

Job Summary:

The Global Biorisk Advisory Council (GBAC) Academy Coordinator position provides administrative support to the GBAC Academy. The Academy Coordinator will work closely with GBAC Subject Matter Experts (SMEs) and GBAC Leadership to provide support for the development of educational programs within the GBAC Academy. This position will also be responsible for maintaining the information in the ISSA Learning Management System (LMS) and providing support to clientele.

***Responsibilities:***

- Manage and maintain GBAC data within the ISSA LMS
- Collaborate with GBAC SMEs to assist in the development of training curriculum and materials.
- Coordinate and schedule meetings needed for the GBAC Academy as needed
- Communicate with clients via email, video call and/or sending personalized communications
- Collaborate across all divisions at ISSA
- Maintain a consistent work schedule while working remotely
- Provide technical support and user training to GBAC Academy users of the ISSA LMS via email, video call, or sending personalized communications providing a positive customer experience for all GBAC clients

***Candidate Prerequisites:***

- Must have 3 or more years of experience in a relevant field such as education, curriculum & instruction, communications and/or educational leadership. A bachelor's degree, or pursuing, in the field of education, communications or related preferred.
- Must be proficient in Microsoft Office Suite
- Must be comfortable working remotely
- Must have excellent written and verbal communication skills
- Must be able to prioritize tasks
- Must attend a GBAC STAR Bootcamp
- Must become a GBAC Trained Technician



***Candidate Profile:***

- Willingness to work flexible hours
- Receptive to change, and willing to seek solutions when presented with roadblocks, and/or feedback
- Ethical conduct
- Self motivated - Strategic thinker
- Comfortable presenting
- Detail-oriented
- Strong interpersonal skills with a genuine approach to helping others

***Compensation:* Salary for this position is competitive and commensurate with education and prior experience. A comprehensive benefits package is included for full-time employees.**

**Benefits include complete health insurance, paid vacation, and access to 401k.**

GBAC, a division of ISSA is proud to be an equal opportunity employer.

We are committed to providing inclusive work environment that inspires, respects and supports all individuals. Individuals are selected based solely upon their qualifications for this position and without regard to the applicant's race, color, ethnic or national origin, religion, creed, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, marital or partnership status, citizenship or alienage status, veteran status, whether children are, may be or would be residing with a person, or any other characteristic protected by law.

Candidates must have valid and current work authorization in the United States to be considered.