

NOW HIRING: NVTI INSTRUCTORS



Management Concepts is recruiting individuals with strong experience in veteran services to instruct National Veterans' Training Institute classes. The National Veterans' Training Institute (NVTI) provides training on behalf of the U.S. Department of Labor, Veterans' Employment and Training Services (DOL VETS). The purpose of this initiative is to responsibly meet the employment, training, and job security needs of Americans who have served in uniform, those transitioning from military service, and their spouses.

NVTI Instructors deliver training courses in classroom, eLearning, and virtual classroom formats. Classroom training can occur throughout the United States and **travel is required**.*

We require expertise in one or more of the following areas:

- Operations of an American Job Center (AJC), including details of the roles and responsibilities of each staff member
- Provisions of veteran-related legislation and regulations, including but not limited to Title 38 of the United States Code, Veterans' Program Letters (VPLs), relevant TEGs/TENs issued by ETA, WIOA priority of service, VEOA, USERRA and other associated legislation, regulations, and policy
- Strategies for effectively developing working relationships with veterans, in particular those with significant barriers to employment (SBEs)
- Contents of an Individual Employment Plan (IEP)
- The training, skills, and tools needed to assist veterans with finding and keeping meaningful employment
- Methods to serve as employer liaisons for job-seeking veterans, including conducting outreach activities
- Details of investigation and compliance monitoring
- Federal oversight and management of grants, specifically Jobs for Veterans State Grants (JVSG) and Homeless Veteran Reintegration Program (HVRP)
- Navigation of workforce development systems
- Issues and barriers affecting job attainment for veterans, transitioning service members, and their spouses
- Employment barriers unique to special population veterans including but not limited to female, homeless, and justice involved veterans
- Benefits available to veterans



INSTRUCTOR ADVANTAGES

- Access to a network of domain and learning professionals
- Timely news and updates within your career field from peers and headquarters staff
- Up-to-date course materials
- Opportunities to contribute and collaborate on course development
- Scheduling flexibility
- Knowledge-sharing with diverse audiences in multiple locations and modalities

INSTRUCTOR EXCELLENCE

All Management Concepts Instructors are skilled in the course content, instructional techniques, and adult learning theory. We require that you present information in an objective, unbiased manner. At the same time, you add value to the written material by offering relevant illustrations or experiences.

Duties and Responsibilities:

- Present multi-day courses to groups of up to 30 students
- Apply principles of adult learning in course presentations
- Facilitate a positive and safe learning experience that encourages participant engagement
- Facilitate specific testing procedures for courses
- Provide timely, actionable, and accurate feedback on course materials
- Keep apprised of relevant knowledge/skills affecting the content area(s) assigned
- Participation in instructor course preparation meetings and information sessions

If you are interested in becoming an NVTI Instructor at Management Concepts, you can apply online at [ManagementConcepts.com/Careers](https://www.nvti.org/Careers)

**Position is currently remote as classes are virtual during the COVID-19 pandemic. Visit the website for the latest information. Last update May 2021.*