

Training and Development Specialist

Through nationally recognized brands such as Disc Makers and BookBaby, DIY Media Group is celebrating a rich history of 75 years empowering independent musicians, filmmakers, and authors to follow their dreams. In our Pennsauken, NJ (Philly Metro area) headquarters, we manufacture books and optical media such as CDs, DVDs and USBs and distribute eBooks for a wide range of passionate clients throughout the country. A world-class team of nearly 300 US-based employees brings diverse experiences and passions to support the framework of our company's culture and values:

Love Your Customer – Be World Class – Do The Right Thing – Seek Growth
Communicate Clearly – Embrace Our Community – Show Respect

We are adding a **Training and Development Specialist** to our small, but mighty onsite Human Resources team to support the significant growth forecasted for 2021. This subject matter expert will partner with senior leaders and department managers to create and deliver training and development initiatives that will promote growth and efficiencies in both onsite and remote work environments. Some of the big projects this position may own over the next twelve months are:

- Identification or development of diversity training that will promote an inclusive workplace where all employees are provided opportunities to learn and grow and are empowered to deliver their best work.
- Creation of new manager training and best practice refresher training for existing leaders
- Redevelopment of our new hire orientation and onboarding experience
- Documentation of departmental standard work and best practices, and working with management to streamline job training
- Delivery of Lean 101 training for continuous improvement
- Implementation of tracking mechanisms to ensure timely employee advancement and compliance

A detailed job description will be provided upon an invitation to interview.

Location Requirements:

This is an onsite position. Applicants must be willing and able to physically report to Pennsauken, NJ.

Educational Requirements:

Bachelor's degree preferred – in Human Resources, Organizational Development, Business Management, or similar field. Relevant work or military experience in lieu of a degree will be considered. Professional certifications are a plus.

Must Possess the Following Skills and Personal Qualities:

- 3+ years concentrated experience supporting learning and development initiatives. HR knowledge and experience is preferred.
- Experience developing and delivering content to both production (onsite) and office (remote) employees is a strong plus.
- Strong oral and writing skills and the ability to communicate respectfully with all levels of the organization are critical to the success of this role. This includes having the confidence and communication skills to present in front of a group and the respect to push back when needed as a subject matter expert.
- Ability to establish and maintain strong business relationships with all levels within the organization and a desire to work as a team to reach common goals
- Natural curiosity and critical thinking to determine the root cause and course of action to resolve each business challenge
- Flexibility and time management to work in a growing and evolving business where priorities and responsibilities constantly change
- Technical skills needed to develop effective training in Microsoft PowerPoint or other tools, and the presentation skills to create engaging training sessions that keep participants interested and actively learning
- Self-restraint and discretion to maintain confidentiality with sensitive employee, department, and company information
- Spanish fluency is a plus.
- Experience working in a manufacturing environment including having knowledge and understanding of Lean and continuous improvement concepts is a plus.

Why should you want to work here?

- We were recognized by the Philadelphia Inquirer as a 2020 Philly Top Workplace!
- We don't just recite our values, we live them.
- We encourage employees to make a positive impact through participation in committees such as DICE (Diversity, Inclusion, Change & Equity), community engagement, safety and quality.
- We offer some of the best medical plans and rates compared to industry and regional benchmarks. We also offer dental and free life and disability insurance, and we'll match 25% of your 401(k) contribution, too!
- We believe in work-life balance by providing employees with PTO.

To Apply: Please complete our online application at www.diymediagroup.com/open-positions.

EEO Employer F/M/Vet/Disabled

If you'd like more information about your EEO rights as an applicant under the law, please download the available [EEO is the Law](#) applicant.

Please review our [Pay Transparency Nondiscrimination Provision](#).