



## Senior Facilitators/Trainers – Consultant Positions

EnCompass LLC

April 2011

### Background

EnCompass is seeking experienced and qualified candidates in the Washington, DC area to coordinate and implement training services and activities for EnCompass clients, specifically the United States Agency for International Development (USAID). Candidates must have prior experience with USAID.

### Company Profile

EnCompass is a global consulting firm based in the Washington, DC area. Since 1999, we have worked governments, donor agencies, non-governmental agencies, and the private sector. EnCompass is a rapidly growing company that offers a range of services, including leadership and organization development, training and development, and technical assistance and evaluation. EnCompass' approach is grounded in participatory and appreciative methodologies. (To learn more about EnCompass, please visit our website at ([www.encompassworld.com](http://www.encompassworld.com)))

### Position Description

- Facilitate orientation or learning programs as part of the facilitation team for the USAID training contract, to include the program for training new Foreign Service officers.
- Provide logistical support for training activities. This includes preparing course agendas, scheduling presenters, and setting up the training environment.
- Coordinate and work with the client, other EnCompass team members, training providers/organizers and subject matter experts to design or modify orientation or learning courses, as needed.
- Assist in developing, collecting and analyzing formal and/or informal course assessments.
- Produce summary reports of training events.
- Provide training project support services for other EnCompass projects and clients, as required.

### Requirements

- Minimum of 3 years experience in facilitation and training.
- Experience working with USAID, Peace Corps or other international organizations.
- Knowledge of the principles of learning theories including adult learning, participatory methods, instructional design, whole systems design, and related topics.
- Relevant degree in training, adult education, international development, international communication, or related field.
- Demonstrated experience with organizing and facilitating training sessions, as well as working with co-facilitators and subject matter experts to develop training activities.
- Ability to understand the needs of the participants and adapt quickly.
- High flexibility.



- Excellent communication and interpersonal skills.
- Good computer and writing skills.
- Experience in the field of international development a plus.
- Ability to work in languages other than English a plus.

## TO APPLY

Please email cover letter, salary history and requirements and resume to [HR@encompassworld.com](mailto:HR@encompassworld.com) with the subject line of Training Consultant.

*EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.*