

Nassau County is seeking qualified candidates for the position of Part-Time Anti-Sexual Harassment Trainer.

Nassau County is a large municipal government on Long Island in the State of New York and delivers services to more than one million constituents. Currently, the County's workforce of eight thousand employees enjoys the benefits of mostly online knowledge and skills based educational programs relating to County policies, programs and procedures. The County now seeks to enhance these programs with interactive anti-sexual harassment training.

Position Profile:

- ❖ Delivers face-to-face, interactive anti-sexual harassment instruction derived from curriculum developed by the training consultant to the Nassau County workforce in groups of various sizes
- ❖ Organizes and prepares teaching materials
- ❖ Provides feedback from course delivery so that curriculum content can be updated and improved over time
- ❖ Works with staff to procure and set up equipment for training events as needed
- ❖ Demonstrates working knowledge of Human Resources and Equal Employment Opportunity policies and laws
- ❖ Demonstrates ability and interest in improving and streamlining the quality of training programs

Education & Experience – Required Knowledge, Skills and Abilities:

- ❖ Considerable knowledge of the techniques of employee training
- ❖ Ability to instruct groups and lead discussions
- ❖ Outstanding clear and precise presentation skills
- ❖ Excellent written, analytical and organization skills
- ❖ Knowledge of Equal Employment Opportunity laws and Human Resources concepts
- ❖ Ability to manage the classroom during discussion of sensitive topics
- ❖ Ability to effectively communicate both orally and in writing
- ❖ Ability to work with employees at all levels of County government

Bachelor's degree or higher in Business Administration, Education, Human Resources Management, Social Science, Law or related course of study from a regionally accredited or New York State registered college or university;

and

At least three years of satisfactory experience in Employee Relations and/or Equal Employment Opportunity training in a business setting.

For consideration, please send resume, cover letter and salary requirements to:
jobs@nassaucountyny.gov, with "PTT618" on subject line.

Nassau County Residents Preferred. Benefits package and NYS Pension.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR