



Nursing Education Coordinator, Instructor

Catalyst Learning Company (CLC) provides high quality skill and career development solutions to healthcare organizations across the US. These programs upskill frontline healthcare employees, from entry-level individuals to first-level supervisory nurses, giving them the tools necessary to grow professionally and personally. CLC's products make a real impact on adult learners' confidence, behavioral skills, and upward career mobility. CLC is a female-owned small business founded in 1993 and headquartered in Louisville, KY.

Nursing Education Coordinator is a new position that will facilitate the growth in our NCharge®, "Nurses Learning to Lead" products and services. We are looking for an individual who is passionate about developing first-time nursing leaders! The ideal candidate will be able to serve as both an instructor and a project manager.

FUNCTIONAL DUTIES AND RESPONSIBILITIES:

- Project Coordinator
 - Cooperating with local customer contacts regarding classroom set up, technical specifications, and processing of class rosters and course evaluations.
 - Organizing and communicating schedule with other contract instructors and customers.
 - For virtual delivery, sometimes support Instructor in Technical Producer role.
 - Be involved in all aspects of process and product improvement
- Instructor. NCharge instructors are vital to customer and participant success!
 - Deliver train-the-trainer webinars and/or other related instruction.
 - Delivering courses to groups of charge nurses and other first level supervisory nurses, including virtual class delivery and facilitation of interactive classroom exercises.

POSITION QUALIFICATIONS:

Knowledge, Skills, and Experience:

- Bachelor's degree in nursing, education, human resources or related or commensurate experience in patient care setting.
- 3+ years experience teaching a variety of topics, e.g. leadership development, clinical education
 - Experience in highly interactive, activity-based training, and building participant rapport.
 - Comfortable with technology and virtual facilitation as well as face-to-face delivery.
- Excellent communication skills, customer service skills, and executive presence.
- Excellent knowledge of Microsoft Office software.

Preferred Qualifications:

- Experience in charge nurse or other nursing leadership role or experience in healthcare industry.

Compensation: Base (competitive) + Commission + Profit sharing

Benefits: Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 401K Plan, Educational Assistance, Special Incentive Plans