**Job Title:** Human Resources Training and Communications Coordinator
**Department:** Human Resources
**Location:** Ogeechee Technical College
**Reports To:** HR Manager/Director
**FLSA Status:** Exempt/Non-Exempt
**Job Code**: 10035

**Job Summary:** Under minimal supervision, is responsible for the planning, facilitating, and coordinating: training programs, new employee orientation, and facilitating required training. Areas of responsibility include, but not limited to, transactions, recruitment and selection, drug testing, orientation, performance management, classification, benefits, filing, and performing other duties as assigned in the fulfillment of the needs, philosophy, and purpose of Ogeechee Technical College.

**Key Responsibilities:**

**Training and Development:**

* Develop and coordinate training programs, including onboarding, compliance, leadership development, and professional skills training.
* Partner with department leaders to assess training needs and create customized learning solutions.
* Manage learning management systems (LMS) and maintain training records.
* Organize and facilitate workshops, webinars, and e-learning courses.
* Evaluate training effectiveness and continuously improve content based on feedback and performance metrics.
* Ensure compliance with legal and regulatory training requirements (e.g., workplace safety, harassment prevention).

**HR Communications:**

* Develop and execute internal HR communication strategies to ensure clear and consistent messaging.
* Create content for HR newsletters, emails, intranet updates, and employee handbooks.
* Act as the liaison between HR and employees, addressing concerns and promoting engagement.
* Assist in developing HR presentations and training materials for various audiences.
* Support change management initiatives by developing communication plans and resources.

**Recruitment and Onboarding:**

* Assist in recruiting efforts, including job postings, resume screenings, interview coordination, and background checks for Staff.
* Initiate onboarding and orientation programs to ensure a seamless transition for all new hires.
* Maintain recruitment records and reports to track hiring metrics.

**Employee Engagement & Support:**

* Assist in planning and executing employee engagement initiatives such as recognition programs, wellness activities, and company events.
* Gather feedback from employees to enhance communication and training programs.
* Provide guidance and support for employees regarding training and development opportunities.
* Respond to employee inquiries regarding payroll, paychecks, taxes, and deductions
* Provide clear explanations of payroll policies and procedures
* Assist employees with issues such as direct deposit setup or tax withholding changes

**Qualifications and Skills:**

* Bachelor’s degree in Human Resources, Communications, Organizational Development, or a related field.
* 2+ years of experience in training coordination, employee communications, or a related HR function.
* Strong knowledge of adult learning principles and instructional design.
* Excellent written and verbal communication skills.
* Proficiency in Microsoft Office Suite, LMS platforms, and HRIS systems.
* Ability to work independently and manage multiple projects simultaneously.
* Strong interpersonal and problem-solving skills.

**Work Environment:**

* This position typically operates in an office environment with occasional travel for training sessions or company events.
* May require standing for extended periods when facilitating training sessions.

**Benefits:**

* Competitive salary and benefits package.
* Opportunities for professional development and career growth.
* A collaborative and inclusive company culture.

**How to Apply:**

TO APPLY: Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.
The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu.

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