



## Looking for a Flexible Part Time Job? Enjoy the freedom of working from your home on your own schedule?

### Join our growing team as a **Part Time Training Developer!**

Lexipol is searching for an individual who enjoys and excels in developing training content, including content for our Daily Training Bulletins that are an integral part of our SaaS platform. This role is primarily responsible to create, edit and critique web-based policy training content to meet designated learning objectives. This is not a client-facing role.

\*\*\*This is a remote home based position and employees create their own flexible schedule to work part-time hours ranging from 10-25 hours per week. \*\*\*

#### KEY RESPONSIBILITIES:

- ★ Develops Lexipol's Daily Training Bulletins and other training content as assigned.
- ★ Conducts research using various tools to identify training topics and learning objectives.
- ★ Collaboration with team members to provide constructive feedback and edits to training content to ensure accuracy and consistency.
- ★ May conduct training needs assessments, identify learning objectives and develop training plans.

#### QUALIFICATIONS:

- ★ Proven ability to communicate orally and in writing.
- ★ Ability to communicate often complicated concepts in a manner appropriate for the intended audience.
- ★ Attentiveness to detail and excellent proof reading skills.
- ★ Thorough understanding of public safety operations and management.
- ★ Prior success working autonomously and telecommuting helpful.
- ★ Ability to manage time effectively and work effectively with remote colleagues.
- ★ Proficient with Microsoft Office Suite Applications
- ★ Prior experience with accreditation or certification programs a plus
- ★ Experience with Lexipol's Knowledge Management System is desirable.

#### EDUCATION AND EXPERIENCE:

- ★ An Associate's Degree in a relevant field or commensurate work experience is required.
- ★ A minimum of 5 years of public safety experience is preferred.

#### COMPENSATION AND BENEFITS:

Lexipol offers a flex schedule; competitive hourly rate and part time employees are eligible for annual Paid time off and 401(k) with Company match.

**For consideration, please email your resume, cover letter with  
Hourly pay rate expectations to [hr@lexipol.com](mailto:hr@lexipol.com)**

**Include Training Developer in the subject line.**

Lexipol is an Equal Opportunity Employer. Visit us at [www.lexipol.com](http://www.lexipol.com)