

## BECK'S SUPERIOR HYBRIDS, INC., Atlanta, Indiana

### Education Specialist

#### A. Purpose and Scope

Responsibility for assisting in the organization, planning, evaluating and facilitating educational programs and courses.

#### B. Responsibilities

- Assist in the creation of course curriculum.
- Create course materials, handouts and presentations.
- Research training vendors for potential use.
- Develop, Record and edit video content needed for training classes.
- Facilitate training classes.
- Assist with new employee onboarding.
- Create and send any pre or post work communication needed for training courses.

#### C. Job Requirements

1. Education and training:
  - Bachelor Degree in education or related field.
2. Technical knowledge:
  - Basic computer and software skills.
  - Ability to create and execute effective agendas.
  - Excellent verbal and written communication skills.
  - Basic knowledge of modern presentation equipment.
3. Experience:
  - Minimum of two years experience in an educational / presentation driven environment.
  - Experience in agriculture a preference.