

WilmerHale LLP, a successful international law firm with over 2,000 employees seeks an IS Training Manager in the Washington, DC office. This person will be responsible for Managing the design, planning, delivery, and evolution of the firm's technology training services to all attorneys and staff, world-wide. Managing the activities, development, performance, and growth of the IS Trainers in the Boston and Washington, DC offices. Coordinating the training activities of IS Trainers and training resources in the firm's other offices in conjunction with their direct managers. Fiscally responsible for IS Training functions.

The IS Training Manager appreciates that there are varying expectations of training at the firm, depending on practice, function, and administrative need. As such, to be successful in this role, one must deliver training services that, though built on standard processes, provide knowledge that suits the varying roles and learning styles of those being educated. Training is an education service that should deliver knowledge via multiple channels, such as classroom, in-person, and eLearning. Flexibility to the changing education demands of the firm, curiosity about alternative approaches, and a dynamic vision educating the firm's attorneys and staff are vital.

Requirements: BA/BS required. MBA or equivalent advanced degree/certification in Training, Organizational Management, or Project Management preferred. Equivalent years experience may be considered in lieu of degree. 5-10 years training or personnel management experience in a corporate, legal, or professional services environment required. Excellent leadership, project and people management skills with emphasis on team development. Experience with courseware development and eLearning Systems preferred

WilmerHale offers an opportunity to work with Washington's best and most collegial attorneys and staff. We offer an outstanding compensation and benefits package, on-site dining room, fully staffed fitness center, emergency daycare and more. EOE.

Please send cover letter, resume, and salary requirements via e-mail to Staff Recruiter at joinus@wilmerhale.com and specify "IS Training Manager" in the subject line.