National Air Transportation Association

The Voice of Aviation Business

Trainer / Content Manager

The National Air Transportation Association (NATA) is seeking a Trainer/Content Manager. Representing nearly 2,300 aviation businesses, NATA's member companies provide a broad range of services to general aviation, the airlines and the military. The membership ranges in size from large companies with international presence to smaller, single-location operators that depend exclusively on general aviation for their livelihood.

The Trainer/Content Manager is an integral part of the NATA team providing industry-leading online and in-person training to association members and aviation businesses. The Trainer/Content Manager leads in-person general aviation ground handling safety workshops and seminars and assists the Managing Director, Safety & Training in the development, promotion and maintenance of training material. Additionally, the position will serve as a subject matter expert in ground handling safety & training for association members.

The ideal candidate will be well versed in ground-handling best practices and training, understand the intricacies of fuel quality control and handling, have experience in creating training regarding ground-handling and fuel quality control, and understand the fuel quality control audit process.

Duties

1. Manage the suite of NATA & Safety 1st online training content
    - Update and ensure content remains relevant, effective and accurate
    - Identify opportunities for new training topics
    - Managing new content development processes
2. Provide in-person facilitation and/or instruction for Safety 1st and NATA educational events
3. Provide technical support and customer service to association members and program users
4. Promote NATA membership, products and service throughout the industry
5. Manage agendas and training for Safety 1st and NATA educational events
6. Assist in the planning of the annual Safety 1st events calendar
7. Assist in budgeting for Safety 1st events
8. Other duties as assigned

Qualifications

Strong experience in:

- General aviation ground handling & training
- Aviation fuel handling processes, procedures & standards
- Development of ground handling training
- Providing classroom instruction

Additional skill areas:

- Use of Microsoft Office products
- Reading and interpreting aviation standards
- Customer service

Additional Requirements

- Ability to travel to association events, seminars and workshops

Individuals interested in this position should forward a cover letter, resume and salary requirements to Michael France, Managing Director, Safety & Training; mfrance@nata.aero

NATA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.