



<b>Title</b>	<b>Human Resources, Training and Development Intern (unpaid)</b>
<b>Learning Objectives</b>	This position contributes to the success of the Chicago Zoological Society by developing and enhancing human capital and capacity through on-the-job experiential learning and support of the training function and to stimulate interest in a career in the field of training and development in a non-profit, cultural, or zoological organization.
<b>Responsibilities</b>	<p>The training and development intern will work alongside the training team to design, develop, and evaluate training programs, learn and perform administrative functions, and conduct research for the future implementation of a Learning Management System (LMS).</p> <ol style="list-style-type: none"> <li>1. Assist in the development of <i>Zoo University</i> courses (instructor-led and e-Learning), curriculum, and materials that incorporate input from subject matter experts and utilize adult learning theory and sound instructional design principles (45%)</li> <li>2. Assist with <i>Zoo University</i> training administration including, coordinating and administering registrations, communications, and training records (25%)</li> <li>3. Assist in researching action steps for the future implantation of a Learning Management System (LMS) (20%)</li> <li>4. Assist in updating current educational materials and e-Learning courses to align with <i>Zoo University</i> learning goals. (5%)</li> <li>5. Other related duties as assigned (5%)</li> </ol>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Minimum two years of college with 2.5/4.0 overall GPA, majoring in Training and Development or Organizational Development or other directly related field/coursework.</li> <li>• Minimum 18 years of age.</li> <li>• Good interpersonal, communication (oral and written), organizational skills, ability to multi-task and work independently.</li> <li>• Working knowledge of e-Learning development tools such as Articulate and Captivate preferred.</li> <li>• Passion for and commitment to conservation, environmental sustainability preferred.</li> <li>• Commitment to making a positive impact through the development of people.</li> <li>• Experience and/or ability working and interacting effectively with a diverse, multicultural audience.</li> </ul>
<b>Additional Information</b>	This internship assignment description summarizes the primarily learning experiences and functions involved, but should not be considered a complete listing of every type of project or work experience the incumbent may be called upon to perform.

Brookfield, Illinois 60513-0719 708.688.8400 [www.CZS.org](http://www.CZS.org)

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