

## Job Title: Product Family Coordinator – Training/Learning

### Position summary:

Prosci is an established research, methodology development and services company in the field of change management. Founded in 1994 and located in Fort Collins, CO, we work with Fortune 500 organizations around the world giving them the power to change more easily, more effectively and with better results.

The Development team is responsible for creating, managing, and bringing to market Prosci's full range of products and services including research, training programs, tools, toolkits, books, and consulting offerings. The Product Family Coordinator is a role on the Development team aligned with a specific product family in the solution portfolio (Research/Publishing, Training/Learning, Tools/Toolkits, and Advisory Services).

Product Family Coordinator will understand current offerings in the product family, co-create the product family roadmap for new development and enhancements to offerings in that project family, be responsible for product family deliverables, and be assigned product family related subject matter expert (SME) roles to support the Development team and the organization more broadly.

The successful candidate will be client-focused and attuned to the market demonstrating a growth mindset. At an individual level, the ability to analyze industry leading research, develop actionable insights, and create capability-empowering offerings through the lens of 'elegant simplicity' is critical to success in this role. At a team level, collaboration, co-creation, and alignment across product families is vital in this role to ensure maximum internal and external client success.

### Responsibilities include but are not limited to:

- Understand current offerings in the solution portfolio for the assigned product family
- Develop and/or contribute to the development of a problem statement and purpose statement for offerings in the assigned product family
- Enhance existing offerings and develop new product offerings in alignment with market needs and the product family roadmap including specifications, timetables, costs, and resource requirements
- Create documentation of work activities and contribute to the team knowledgebase to share insights
- Coordinate with other members of the Development team and the organization more broadly to complete assigned tasks
- Connect purposefully with assigned areas of the business in a liaison role to ensure bidirectional communication and engagement
- Conduct external research and develop expert competency in assigned SME roles
- Demonstrate effective use of resources including people, time, and money
- Demonstrate continuous learning by engaging with other areas of the business and understanding operational activities across functions

### Required skills include but are not limited to:

- Demonstrated relational skills and a mindset of creativity and innovation
- Demonstrated ability to understand and synthesize business needs and translate them into actionable insights
- Demonstrated project management skills including project scoping, resource estimation, task, issue and risk management
- Strong communication and presentation skills

- Strong organizational and analytical skills with the ability to summarize recommendations with supporting data
- Product family related skills in Training/Learning including, but not limited to instructional design, electronic training/learning tools and applications including learning management systems, adult learning theory and measuring learning outcomes.

**Essential Experience** includes but is not limited to:

- BS/BA degree or equivalent in related field; experience may be substituted in lieu of education
- 3-5 years' experience in Training/Learning product family related role and/or general product management role
- 2- 5 years' experience in a leadership role a plus

### Physical demands and work environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hand to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must be capable of comfortably lifting and/or moving items weighing up to 40 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

### General Sign Off

The employee is expected to adhere to all company policies, as described in the Prosci handbook. Employment at Prosci is considered "at-will" and as such, termination of employment whether by choice of the employee or employer may occur at any time and for any reason, with or without notice.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_