



1333 Broadway, Ste 604 Oakland, CA 94612 510.267.9659 www.caratnet.org

Consulting Opportunity for Small Business Technology Trainers

California Resources and Training (CARAT) is a 15 year old nonprofit organization that is providing small business owners with free broadband technology trainings on the benefits of using operational support software. The live workshops and webinars are being conducted from March 2011 through 2012 in several regions throughout the State of California.

CARAT is currently interviewing training consultants who have experience training in the following subject matter areas:

- 1) Customer Relationship Management
- 2) Collaboration Management
- 3) E-marketing
- 4) E-commerce
- 5) E-procurement
- 6) Online Financial Management
- 7) Online Communications
- 8) Project Management Tools
- 9) Purchasing & Inventory Management
- 10) Website Development

Responsibilities:

- Train up to 75 participants in a **classroom workshop** using a provided curriculum
- Train up to 50 participants on a **webinar platform** using a provided curriculum

Qualifications:

- Proven expert in the technology subject matter area, internet, intranet, Windows®, PowerPoint®
- Minimum three (3) years experience in training
- WebEx® platform experience desired

Please send a cover email and attach a resume/CV in electronic form to: projectassistant@caratnet.org. Include three (3) references with contact information or letters of reference – or a combination thereof, along with one (1) sample, no longer than three (3) pages, of a brief training course outline, PPT presentation, or webinar screenshots of trainings you have presented.