

Position: Learning Lab Coordinator

Department: Talent

Reporting To: Senior Manager, Education & Workforce Development

Job Location:

LIFT ALMMII Headquarters

1400 Rosa Parks Blvd

Detroit, MI 48216

Scope of Work & Purpose:

The Learning Lab Coordinator is responsible for the daily operations, coordination, and administration of the Learning Lab. This role supports workforce development initiatives by coordinating training programs, maintaining learning technologies and equipment, scheduling classes, assisting instructors, and ensuring an engaging learning environment for employees, students, industry partners, and visitors. The ideal candidate is highly organized, customer-focused, and passionate about supporting technical education and workforce development. The Learning Lab Coordinator works collaboratively across departments to ensure training programs are delivered efficiently and effectively while providing exceptional support to learners and instructors.

Learning Lab Operations

- Coordinate the daily operations of the Learning Lab, ensuring classrooms, equipment, and instructional spaces are fully prepared for scheduled training.
- Schedule training sessions, meetings, workshops, and special events.
- Prepare classrooms and laboratories with required materials, equipment, and technology.
- Maintain inventory of instructional materials, supplies, tools, and training equipment.
- Coordinate facility access and room reservations.
- Other Duties as assigned

Training Program Coordination

- Assist/lead instruction for onsite IGNITE program.
- Assist with planning and coordinating instructor-led and virtual training programs.
- Manage participant registrations, attendance records, evaluations, and training documentation.
- Support onboarding and orientation programs for employees, students, apprentices, and visitors.
- Coordinate communications with instructors, participants, and external training partners.
- Assist in developing training schedules and calendars.

Learning Technology Support

- Provide first-level support for classroom technology including:
 - Audio/Visual systems
 - Computers and laptops
 - Interactive displays
 - Learning Management System (LMS)

- Virtual meeting platforms
- Troubleshoot basic technical issues during training sessions.
- Coordinate with IT for advanced technical support.

Administrative Support

- Maintain accurate training records and reports.
- Prepare reports on participation, completion rates, certifications, and learning metrics.
- Process purchase requests and maintain vendor relationships for learning materials.
- Assist with budget tracking for Learning Lab activities.
- Support grant reporting and documentation when required.

Customer Service & Engagement

- Welcome learners, instructors, industry partners, and visitors.
- Provide outstanding customer service throughout the learning experience.
- Respond to inquiries regarding training programs and Learning Lab services.
- Promote an inclusive, collaborative, and professional learning environment.

PREFERRED QUALIFICATIONS**Desirable Education and Experience**

- Minimum of 2-5 years of experience in an education, training, and/or manufacturing environment.
- Ability to work independently
- Ability to work with multiple audiences, from industry to adult and youth student populations.
- Knowledge of STEM/manufacturing education ecosystem, preferably in Michigan.
- Successful candidates must be available to work some nights and weekend.

Technical Skills

- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams).
- Experience using Learning Management Systems (LMS).
- Familiarity with Microsoft Forms, SharePoint, or similar collaboration tools.
- Basic troubleshooting skills for classroom technology and audiovisual equipment.
- Experience maintaining databases and generating reports.

Communication Skills

- Ability to establish and maintain effective working relationships with agencies, local governments, private industry, general public, state agencies, and other personnel.
- Ability to build and maintain cooperative and effective public relations with the community.
- Ability to establish and maintain effective data collection and records management systems and prepare technical reports and documents.

Special Requirements

- Possession of a valid Michigan driver's license.
- U.S. citizen
- Ability to travel nationally as required, including by air

About LIFT:

LIFT, operated by the American Lightweight Materials Manufacturing Innovation Institute (ALMMII), is a nonprofit, public-private partnership, national advanced manufacturing innovation institute. As the national advanced materials manufacturing innovation institute, LIFT is an accelerator convening and connecting government, industry and academia in the fields of advanced materials, manufacturing processes, systems engineering and talent development to enhance America's manufacturing competitiveness, national economy and national security.