



Covia is a leading supplier of minerals and material solutions to the industrial and energy markets. The formation of Covia in 2018 is the most recent of many significant milestones in our shared history. Built from the merging of Fairmount Santrol and Unimin Corporation, Covia's rich legacy includes many achievements across industries and capital success through partnership. Our ability to deliver the right product, to the right place, at the right time, is unmatched. Just as strong is our commitment to building partnerships that help our customers succeed.

Quality and innovation are at the foundation of Covia; but our real strength is our people. Covia employs a diverse and highly-skilled team of professionals to convert natural minerals into engineered solutions for our customers. Every member of our team has a valuable opportunity to help shape our future and make a positive impact on the world around us through our commitment to the locations where we live and work.

Covia is looking for a dynamic part-time **E-Learning Development Associate** who will have a positive impact on the Talent Development and Learning team. Based at Covia's **Independence, Ohio** corporate headquarters location, this position closely partners with the Covia Human Resources Team, organizational leaders, functional Subject Matter Experts (SMEs) and various external stakeholders. The primary responsibility of this role is to develop and deploy e-learning training solutions which support the learning needs of functional teams and other corporate initiatives such as Leadership Development and Diversity & Inclusion.

**The successful incumbent will have the following Key Accountabilities:**

***Functional Learning Instructional Design***

- Partner with Subject Matter Experts to investigate training needs through research, analysis, surveys, focus groups and interviews
- Develop blended learning solutions (Instructor-Led, e-Learning, Virtual), with heavy emphasis on e-Learning, using Instructional Design techniques and adult learning principles

***Talent Development & Learning Process and Systems Management***

- Shared administration of the day-to-day Learning Management System (LMS) functions, such as: asset cataloging and management, reporting and metrics and learning path development

***Additional Duties:***

- Documentation of learning best practices and standard operating procedures (SOPs)
- Conduct periodic reviews of learning technology, tools and best practices
- Other duties as assigned by Talent Development & Learning Specialist and Director – Talent Development & Learning and Internal Communications

**The successful incumbent will have the following Minimum Qualifications:**

## **EDUCATION**

### ***Required:***

- Currently pursuing (current college Junior or Senior) Bachelor's Degree in business, communications, education, human resources, digital and medial design or related field

## **KNOWLEDGE / EXPERIENCE / TECHNICAL SKILL REQUIREMENTS:**

### ***Required:***

- Demonstrated creative thinking and decision-making skills
- Advanced Microsoft Windows and Office suite proficiency
- Strong project management skills
- Excellent verbal, written and interpersonal skills, with the ability to influence others and work under minimal supervision
- Detail orientation, with good follow-up practices and customer focus
- Capability to multi-task, highly organized and able to meet deadlines consistently
- Demonstrated flexibility in adapting to a wide variety of tasks and functions
- Strict adherence to confidentiality and high ethical standards
- Ability to exercise poise, tactfulness, diplomacy and good interpersonal skills in order to handle sensitive and confidential situations

### ***Preferred:***

- Entry to advanced-level demonstration of course curricula design, deployment and assessment
- Bi-lingual or multi-lingual (Latin American Spanish and/or Canadian French)
- Demonstrated proficiency with design and media development tools (Adobe Photoshop, Articulate 360 and audio / video editing tools)
- Familiarity with virtual collaboration tools and systems (Microsoft Teams, Skype for Business, Zoom)

At Covia, we strive for and support a diverse workforce as we firmly believe this lays the foundation of our success. Our compelling culture supports inclusion, individuality and respect within the workplace. We are committed to providing employment opportunities to the most qualified candidate based on work-related factors and without regard to non-work-related factors including race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability, or veteran status.

The organization offers competitive salaries, advancement opportunities, and a full range of benefits.

An Equal Opportunity Employer