

LCA – L&D Coordinator – Job Ad

LEARNING & DEVELOPMENT COORDINATOR

Have you ever wished you could build a learning and development program instead of simply maintaining one? **Lehigh County Authority (LCA)** is creating its first dedicated **Learning & Development Coordinator** role, on site in **Allentown, PA**, and we're looking for someone who wants the opportunity to make a lasting impact!

Today, training, certifications, onboarding, and employee development activities are managed across multiple departments. We're ready to bring those efforts together under one dedicated resource who can create consistency, build sustainable processes, improve compliance tracking, and help employees develop throughout their careers. You'll have an opportunity to build relationships across the organization, create systems and processes, expand onboarding and development programs, and become the internal resource employees and leaders turn to when they need training solutions.

If you enjoy partnering with people, organizing complex programs, and building something that will continue to grow for years to come, we'd love to meet you!

What the Job Looks Like

This is a hands-on role that blends learning and development, onboarding, training administration, compliance tracking, and workforce development. You'll serve as the organization's internal learning resource, helping leaders identify training needs, connect employees with development opportunities, and build a more structured approach to learning across LCA. Day to day you'll:

- Create and maintain a centralized system for training records, certification tracking, and compliance documentation, bringing visibility and consistency to programs currently managed across multiple departments
- Partner with department leaders to identify training needs, assess skill gaps, and recommend learning solutions that support employee growth and operational effectiveness
- Build and maintain an organization-wide training calendar, coordinating internal programs and specialized external training providers
- Implement and manage training tracking processes, initially through Excel and ultimately moving the data into a training management system
- Deliver select in-house training programs such as First Aid/CPR, and other general workforce development programs while coordinating external experts for specialized topics such as confined space, safety, and technical certifications
- Coordinate and continuously improve onboarding and orientation programs, helping new employees understand the organization, safety expectations, and how departments work together
- Support managers and subject matter experts in developing structured learning programs, training content, and curriculum that improves knowledge transfer and employee readiness

What We're Looking For

You'll thrive in this role if you enjoy building systems, coordinating moving parts, and turning great ideas into organized, repeatable programs. Ideally you bring:

- 2+ years' experience in training and development, learning administration, or workforce development
- Tech savvy and comfort in navigating MS Office and Learning Management Systems (LMS) / HRIS platforms
- Hands on experience coordinating training programs, certifications, workshops, or employee development

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- Excellent presentation, communication, and relationship-building skills along with strong organizational skills with exceptional attention to detail and follow-through
- Experience in utilities, public works, manufacturing, safety training, or regulated environments is desired
- Certifications such as CPR/First Aid instructor, SHRM/HRCI, or Certified Learning and Development Professional (CLDP), or related safety certifications are highly desired. Also - if additional certifications are needed for success in the role, Lehigh County Authority supports your professional development!

About Us

Lehigh County Authority provides essential water and wastewater services that support the health, safety, and quality of life of the communities it serves. LCA is committed to investing in its people, improving operations, and developing future leaders. More about us here: <https://www.lehighcountyauthority.org/about-lehigh-county-authority/>

Why This Opportunity is Different

This role offers something that's difficult to find in learning and development: the chance to build and shape a function from the ground up while having the support of leadership behind you. In this role you'll enjoy:

- **Pay range of \$28.85 - \$31.25 per hour**
- The chance to create and influence LCA's learning and development strategy from the beginning
- Direct partnership with HR leadership and regular collaboration with leaders across the organization
- Employer-supported certifications and professional development to help you continue growing your expertise
- A stable Monday-Friday schedule with little travel and no regular overtime expectations
- The ability to help employees build skills, maintain certifications, advance their careers, and work more safely
- A highly visible role with the chance to leave a lasting impact on the employee experience

Comprehensive Benefits

In addition to meaningful work, LCA offers a strong benefits package including:

- Medical, dental, and vision insurance for employees and eligible dependents
- Generous paid time off, personal days, excused absences, and paid holidays
- Company-paid life insurance, Short-term and long-term disability coverage
- Pennsylvania Municipal Defined Benefit Retirement Plan and a 457-retirement savings plan

I'm interested; how do I get started?

If you're excited by the opportunity to build something meaningful, partner with leaders across an organization, and help employees grow and succeed, we'd love to hear from you!

Apply to: <https://app.jobvite.com/j?cj=or1CAfwo&s=PMAA>

We're excited that you're considering joining the Lehigh County Authority (LCA) team! To make the hiring process smooth and efficient, we've partnered with myHR Partner. Your resume will be reviewed specifically for opportunities with LCA.

At LCA, we pride ourselves on being an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status, or any other protected status. Employment decisions at LCA are based on your qualifications, merit, and the needs of our business. Thank you for considering LCA as your next career move. We look forward to learning more about you!