

**Freelance IT trainers required
to conduct training in the Illawarra, Parramatta, Canberra and online**

General information:

Are you are a motivated technology trainer with Internet related skills and experience? Would you like to work with one of the most respected IT companies in Australia? It is time to put your skills into a meaningful project and help small business get online, reap the benefits of technology and become Internet savvy!

CleverLink is looking for a number of **experienced and enthusiastic** IT trainers to help us deliver 70 training courses to small business from May 2010 to June 2011.

The successful contractors will conduct workshops that help attendees become familiar with certain areas of the internet and business-appropriate online skills. We are targeting three regions: Illawarra, Parramatta and Canberra. Trainers will coordinate off-site and online training programs which effectively support the goals and objectives of our 'small business online' project.

Areas of expertise and experience we are looking for include:

- 1) Web 2.0 & Web 3.0
- 2) Internet Marketing: SEO, Social networks, databases, etc
- 3) Website development and maintenance
- 4) E-Commerce facilities
- 5) Advanced Online tools such as CRM, CMS, etc

Criteria:

We are looking for flexible freelance trainers with a combination of the following skills:

Essential criteria. You must:

- Have a tertiary qualification in E-commerce, Computing Science, Technology, education or related studies.
- Have experience in teaching adults.
- Have strong presentation skills; the ability to engage audiences and maintain audience interest.
- Have strong knowledge of and experience using the Internet, SEO, social networks
- Have a desire to share with others what you know. Have a passion for teaching, learning, and a 'warm' personality

- Have strong people skills and be able to tailor the same message to different levels and learning styles
- Able to explain technical materials in plain English and in simple terms
- Have a firm grasp of current technological applications
- Have impeccable grooming and personal presentation and make a good impression
- Generate enthusiasm for the topic and inspire application
- Possess strong motivation, initiative and attention to detail and exhibit a friendly and customer focused attitude

Our Services

Web site Design – Marketing & Branding – Speaking & Training
E-Commerce – Online Solutions
Professional Writing - Printing - Consulting

Copyright © 2010 CleverLink, All rights reserved. 

Visit us: <http://www.cleverlink.com.au/>

Email us: service@cleverlink.com.au

Call us on: 1300 721 837

PO Box 125 Corrimal, NSW, AUSTRALIA

Desirable skills/experience:

- Graphic design and Web development skills
- Technical skills such as programming, databases, operating systems, help desk, CMS, CRM and other online tools.
- Experience in web development tools such as Dreamweaver, flash, CS4, etc
- Cert IV in Training and Workplace Assessment
- Coaching qualifications will be highly-regarded
- High-level corporate training track record

Responsibilities:

Your primary role is to conduct training sessions that will help small business understand the benefits technology and the internet can bring to their business. You will show them how to utilise technology to their benefit and motivate them to take action. Some training sessions will be in seminar format for larger audiences while others will be hands-on workshop style courses for smaller groups.

Training materials and workbooks will be designed by our internal team; however you are invited to contribute to the material and to adjust it to suit your style and your particular area of technological expertise (You are also invited to use your online skills to promote the courses to your own network online and offline).

Opportunities for the right IT trainers are available in the Illawarra, in Parramatta and in Canberra. Experts outside these regions are also invited to apply as some courses will be conducted online.

As stated above, positions are available from May 2010 – June 2011. Be aware that while further opportunities may be available after this period, we cannot give guarantee at this stage.

About CleverLink:

CleverLink is a multi award winning company based in Corrimal NSW and is one of the top 34 ITC companies in Australia (2003). CleverLink has been in business since 1998 and has served many happy clients from start-ups through to listed companies in Australia & beyond. We help organisations to understand the potential of the Internet and how they can conduct business online. Our key services include: Website design, Web hosting, graphic design, training, Internet marketing consultation & development. More information about our organisation is available at www.cleverlink.com.au

If you have relevant qualifications, experience and interest in helping small business to embrace technology and make a positive impact on their business, please send your CV with photo to: service@cleverlink.com.au. If you have questions or comments – call our office on 02 42843600 or email us.

Our Services

Web site Design – Marketing & Branding – Speaking & Training
E-Commerce – Online Solutions
Professional Writing - Printing - Consulting

Copyright © 2010 CleverLink, All rights reserved. 

Visit us: <http://www.cleverlink.com.au/>

Email us: service@cleverlink.com.au

Call us on: 1300 721 837

PO Box 125 Corrimal, NSW, AUSTRALIA