



# Now Hiring

## L&D Manager

### Summary

This position is responsible for oversight of development and execution of learning strategies, delivery of training programs, assessment of development needs and tracking learning effectiveness. Manage training programs to develop employees' skills to ensure they are equipped with the necessary skills to excel in their roles and contribute to the Cooperative's success. This position reports directly to the VP of Human Resources and Safety.

### Principal Working Relationships

- VP of Human Resources and Safety, Factory Operations, Human Resources and Safety

### Essential Job Duties

- Continuously assesses the training needs of the Cooperative and our employees
- Identify, develop and implement learning strategies and programs
- Develop, execute, facilitate, and supervise training programs
- Design courses, career plans, and workshops
- Collaborate with vendors and training providers to ensure training aligns with Cooperative's goals and objectives
- Evaluate individual performance to ensure training is meeting needs and improving overall performance
- Review and update current training to ensure accuracy and effectiveness to improve engagement and the learning experience
- Facilitate and lead training courses
- Manage budget and vendor relationships
- Manage the technologies and technical personnel required to develop and deliver training needed
- Plan, distribute, and monitor work assignments
- Provide coaching and direction on training being delivered
- Other duties as required and assigned
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Bachelor's degree in Education, Human Resources, Business Administration or other related discipline
- Knowledge of learning and development best practices
- Proven track record of training program development and management
- Ability to facilitate and train large groups
- Application of learning technologies
- Experience in managing projects
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels
- Experience managing budgets

### Competencies and skill set required to do the job well

- Excellent verbal and written communication skills
- Interpersonal skills
- Proficient in Microsoft Office and Learning Management Systems (LMS)
- Leadership skills
- Critical thinking and problem-solving skills

### Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: [jobs@mdf.coop](mailto:jobs@mdf.coop) or [sbitner@mdf.coop](mailto:sbitner@mdf.coop)

Phone: 701.671.7777 | [www.mdf.coop/careers](http://www.mdf.coop/careers)

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.



How Did You Learn About Us?

- |                                            |                                         |
|--------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Relative _____ |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend _____   |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Other _____    |

FOR OFFICE USE ONLY

Form 8850 filled out:

☐ Yes ☐ No

Follow up needed:

☐ Yes ☐ No

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City ST Zip

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_ ☐ AM ☐ PM

If you are over 18 years of age, are you authorized to work in the United States? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, when and who was your supervisor? \_\_\_\_\_

Can you travel if a job requires it? ☐ Yes ☐ No

Date available to start work: \_\_\_\_\_

What is your desired salary? \_\_\_\_\_

Are you available to work: ☐ Rotating shifts ☐ Full Time ☐ Campaign (appx Sept-May) ☐ Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? ☐ Yes ☐ No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

## EDUCATION

|                       | Name and Address of School | Course of Study | Years Completed | Diploma/Degree |
|-----------------------|----------------------------|-----------------|-----------------|----------------|
| High School or GED    |                            |                 |                 |                |
| Undergraduate College |                            |                 |                 |                |
| Graduate Professional |                            |                 |                 |                |
| Other (Specify)       |                            |                 |                 |                |

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

## REFERENCES

|       |          |        |
|-------|----------|--------|
| Name: | Address: | Phone: |
|       |          |        |
| Name: | Address: | Phone: |
|       |          |        |
| Name: | Address: | Phone: |
|       |          |        |

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

|                                              |                       |                 |
|----------------------------------------------|-----------------------|-----------------|
| <b>Employer Information</b><br>Company Name: | <b>Dates Employed</b> | Work Performed: |
| Address:                                     | From:                 |                 |
| Telephone Number:                            | To:                   |                 |
| Job Title:                                   | <b>Salary</b>         |                 |
| Supervisor:                                  | Starting:             |                 |
| Reason for leaving:                          | Ending:               |                 |
| <b>Employer Information</b><br>Company Name: | <b>Dates Employed</b> | Work Performed: |
| Address:                                     | From:                 |                 |
| Telephone Number:                            | To:                   |                 |
| Job Title:                                   | <b>Salary</b>         |                 |
| Supervisor:                                  | Starting:             |                 |
| Reason for leaving:                          | Ending:               |                 |
| <b>Employer Information</b><br>Company Name: | <b>Dates Employed</b> | Work Performed: |
| Address:                                     | From:                 |                 |
| Telephone Number:                            | To:                   |                 |
| Job Title:                                   | <b>Salary</b>         |                 |
| Supervisor:                                  | Starting:             |                 |
| Reason for leaving:                          | Ending:               |                 |

## AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

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Signature of Applicant

Date

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**Please help us understand you better by answering these questions.**

**It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.**

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? ☐ Yes ☐ No

Have you ever received a disciplinary action for attendance or other issue?

Attendance ☐ Yes ☐ No

Other Issue ☐ Yes ☐ No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? ☐ Yes ☐ No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?