



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

READY TO ADVANCE THE FUTURE OF WATER!

Learning and Development Coordinator	Grade 11	\$82,572 - \$132,116*
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Open: May 14, 2026 • Close: Open Until Filled

One position available; to be filled based on the candidate's qualifications. Starting salary will be between minimum and midpoint in the range.

ABOUT US

Are you passionate about making a difference and being a trusted steward of our most precious resource? UOSA is seeking a highly motivated and enthusiastic individual to join our team!

The **Upper Occoquan Service Authority (UOSA)** is a cutting-edge water recycling facility transforming the way the world thinks about sustainable water solutions. Established in 1978, UOSA serves Fairfax County, Prince William County, and the cities of Manassas and Manassas Park and is the first and longest-operated indirect potable reuse project in the United States. UOSA has been treating and reclaiming water for use as drinking water for nearly 50 years.

From being recognized as a **Utility of the Future** to pioneering advanced research and technology in the industry, our facility now recycles up to 54 million gallons of water per day. UOSA's efforts ensure a reliable supply of high-quality recycled water, contributing to the overall drinking water strategy for the Northern Virginia area.

If you are ready to lead and support an organization, then take the next step in your career and apply today to be part of our dedicated team!

WHAT YOU'LL BE DOING

As the Learning and Development Coordinator, you will be responsible for directing UOSA's organization wide Learning and Development (L&D) function to strengthen workforce capability, support operational excellence, and foster a culture of continuous learning. Serves as the subject matter expert for organizational learning, employee development, and leadership development. Oversees learning strategy, delivers organization-wide and non-technical training content to UOSA staff, program delivery, evaluation, and continuous improvement. Reports to the Chief People Officer (or designee). Works closely with Human Resources, Training Committee, Water Quality Training Department and leadership across UOSA departments. Your work will be a critical component of UOSA's Vision to be globally recognized for its leadership in protecting the region's water resources.

WHO YOU ARE

Strategic Learning Architect: You design and lead organization-wide learning frameworks that strengthen workforce capability and align with UOSA's mission and operational needs.

Collaborative Development Partner: You work seamlessly with HR, leadership, and cross-departmental teams to support onboarding, leadership development, succession planning, and continuous improvement initiatives.

Data-Driven Evaluator: You assess learning needs, measure training effectiveness, and use performance outcomes and ROI metrics to refine programs and drive organizational growth.

Systems-Minded Organizer: You manage the Learning Management System with precision, ensuring data integrity, compliance tracking, and streamlined processes that keep development efforts running smoothly.



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REQUIREMENTS

- A Bachelor's in Learning and Development, Organizational Development, Human Resources, Education, Business Administration, or a related field is required. Five (5) or more years of progressively responsible experience in learning and development, training, organizational development, or a related field is required, including experience designing and delivering training programs. Supervisory or lead experience is preferred. An equivalent combination of education, training, and experience may be considered.
- Ability to develop policies, procedures, and frameworks related to learning and development; ability to plan, organize, and manage multiple projects simultaneously.
- Ability to analyze workforce development needs and recommend effective solutions; ability to evaluate program effectiveness and apply data-driven improvements; ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, leadership, and external partners; ability to exercise sound judgment, discretion, and professionalism when handling sensitive and confidential information.
- Strong skills using standard Microsoft Office products, including Word, Excel, Outlook, and PowerPoint, and familiarity with eLearning authoring tools and virtual learning platforms.
- Spearheads, develops and implements a comprehensive, organization-wide Learning and Development (L&D) framework aligned with UOSA's mission, strategic priorities, workforce needs, and regulatory requirements.
- Supports organizational development initiatives such as onboarding, leadership development, succession planning, career pathways, employee engagement, performance improvement, and change management.
- Develops, maintains, and updates learning curricula, training materials, job aids, and performance support resources. including conducting regular check-ins with staff to verify that skills gaps and that training remains relevant and effective. Oversees UOSA's Learning Management System (LMS), including course structure, learning taxonomy, reporting, compliance tracking, and data integrity.
- Evaluates training effectiveness using participant feedback, learning assessments, performance outcomes, and ROI metrics; recommends continuous improvements.
- Ensures standardized business processes related to the training program (onboarding, requests/approvals, KPI tracking, etc.) are standardized and efficient
- Reviews and approves employee and departmental training requests for alignment with UOSA priorities and budget.
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

APPLICATION PROCESS

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

UOSA offers a comprehensive benefits package that supports employees' health, financial security, and work-life balance.

All employment offers are contingent upon the successful completion of pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

*To be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile**. Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.*

JOIN US IN MAKING A DIFFERENCE!