

TRAINING ASSOCIATE

Strategic Concepts in Organizing and Policy Education (SCOPE) is a non-profit, community-based organization located in South Los Angeles, which seeks to reduce and eliminate structural barriers to social and economic opportunities for poor and working class communities. SCOPE's training component is dedicated to building a powerful social justice movement through the strategic development and implementation of training and technical assistance. Our key goal is to provide tools and support which increases the capacity and effectiveness of organizations and networks working with low-income communities of color to win progressive policies and campaigns. In addition, the training component provides SCOPE services and products as an income generating center within the organization. SCOPE's long-term vision is to build an effective, state-of-the-art training center which provides high quality capacity building services to national and international social justice movement allies.

Position Overview:

The Training Associate will lead the coordination, facilitation, and evaluation of "fee-for-service" training and technical assistance to SCOPE's emerging local, regional, and national client base. SCOPE training clients traditionally have included social justice organizations and coalitions; service-providers; foundations; and networks. The Training Associate will require the flexibility and facilitation skills necessary to provide direct training services to a range of participants including academics, organizational staff, grassroots community members, and executive teams. The Training Associate will support the assessment, development, and marketing of existing and new training modules and products to increase SCOPE's capacity to address the growing training needs. The Training Associate will contribute to the maintenance and strengthening of key relationships with potential local and national funders and clients in order to expand our scope and scale. In addition, the Training Associate will support the internal development of SCOPE staff to build our organizational capacity to provide quality, seamless services focused on the following areas but not limited to: Power Analysis, Community Organizing, Campaign Strategy Development, and Voter Engagement. The Training Associate reports directly to the Training Director and is expected to collaborate with all component Directors to seamlessly integrate training with SCOPE's overall work.

Summary of Responsibilities:

Applicants must demonstrate a commitment to social justice and familiarity with the intersecting issues that affect low-income communities of color. Applicants must have a combination of education, training and/or experience that demonstrates the ability to perform this position's responsibilities.

- **Program Coordination:** Serve as first line of contact for SCOPE's client intake process to ensure all requests for SCOPE's services are handled efficiently and professionally. Ensure all client requests are thoroughly reviewed and that the internal approval process is followed to efficiently evaluate each request. Coordinate the annual calendar of trainings and product deliverables.
- **Product Development:** Contribute to the development and design of a variety of training products that address the organization's strategic efforts at the local, regional and national level. Prepare evaluation tools to thoroughly evaluate each critical aspect of SCOPE's products, including but not limited to: training modules, webinars, meeting facilitation, manuals, and tools.
- **Training/Technical Assistance Delivery:** Prepare and facilitate a wide range of training services and materials. Conduct necessary in-person/telephone interviews to assess the training needs of individual clients. Possess the willingness and ability to travel across the country to delivery services and represent SCOPE in small group settings, large meetings, and conferences. Possess strong facilitation and presentation skills for diverse groups of participants and teaching modalities.
- **Marketing / External Relations:** Work with the training director to develop and implement a marketing strategy, including the creation of marketing materials, in order to expand SCOPE's client base. Seek new

partnerships and collaborations that address the organization's strategic efforts at the local and national levels.

- **Internal Staff Support and Training:** Develop and conduct in-service training for SCOPE staff on issues central to the training and technical assistance goals and objectives. Coordinate the cross-training of SCOPE staff on new or changed training modules and products.

Minimum Qualifications:

- Able to initiate and follow through on work essential to achieving organizational goals; plan, execute, evaluate and report on goals, objectives and key accomplishments in a timely manner.
- Able to coordinate with clients and potential vendors to maintain resources and address program needs;
- Able to provide leadership within the organization as well as externally among allies and partners to achieve the organization's goals;
- Able to design curricula, slide decks, and training modules within a standardized and comprehensive framework;
- Excellent written and oral communication skills and exceptional group facilitation skills;
- Computer skills: spreadsheet development, database programs, multi-media presentation software, design software, and social media.
- Valid drivers' license and able to travel and stay overnight and/or work nights and weekends as needed.

Desired Qualities:

- Ability to moderate conversations, resolve conflicts, intuit group dynamics, and tailor presentation style to a wide variety of audiences.
- Pedagogical experience and strong public speaking skills.
- Strong leadership abilities demonstrated through increasing levels of responsibility in a non-profit setting and prior work history that advance public policy or work with grassroots communities;
- Ability to work with a diverse group of people; taking and giving direction, both effectively and respectfully;
- Ability to give and receive feedback essential to the delivery of work products and to maintain an effective work environment;
- Ability to prioritize and manage multiple tasks to achieve the organization's goals and objectives.
- Ability to speak, read, and write in a language in addition to English desired; strong preference for fluency in Spanish.

Salary & Benefits

SCOPE offers a competitive salary with medical, vision and dental benefits and a generous vacation and sick leave package based on the applicant's experience.

Equal Opportunity Employer

SCOPE is an equal opportunity employer and does not discriminate based on race, ethnicity, religion, gender, sexual orientation or physical disabilities. Applicants who identify as people of color, women and/or LGBTQ are encouraged to apply.

To Apply

Email a one-page cover letter, resume, and a writing sample to our Human Resources Department: scope-hr@scopela.org. Writing samples can be: a slide deck from a recent presentation, a facilitation outline for a recent training module, or the table of contents and executive summary of a recent training module or curriculum. Please only send a maximum of 4 pages of content in your sample. Slide decks can be sent as a pdf of handouts in order to meet the page limit. Deadline to apply: **September 30, 2016**