Position Description: Training Coordinator

Reports To: Director of Education
Work Status: Part-time
Salary Range: Presently, firm at $22.88 hourly
Department: Youth Programs and Training
Location: Remote work with hybrid office model working 1-2 days in person in our office at 2380 Salvio St., Suite 301, Concord, CA 94520
Benefits: Regular full-time employees receive sick time accrual and usage, 14 single paid holidays and 3 Floating Holidays annually in addition to December 25 through January 1, when the organization is closed. Rainbow pays 75% of Kaiser health insurance premium and the full premium for vision, dental, and short-term life through Principal.
Note: These benefits are pro-rated at the employee’s level of FTE if an employee is working part-time.

Payroll Type: Non-Exempt
Supervisory: No
Initiated/Updated: August 22, 2022
Regular Hours: 20 hours per week
Schedule: Monday to Friday; flexible hours with occasional evenings and weekends required. Schedule is negotiable.
Position Available: September 19, 2022
Union: Anticipating contract with Teamsters 856 of which this position is part of the bargaining unit and guaranteed by the National Labor Relations Act

ORGANIZATIONAL HISTORY
The Rainbow Community Center of Contra Costa County (Rainbow) was founded in 1995 to serve the well-being of the LGBTQI+ Community in Contra Costa County. Founders wanted to develop programs to reduce isolation of LGBTQI+ people and provide a space for community development. Rainbow continues to provide a safe and welcoming place building community among LGBTQI+ persons and our allies through social programs, support groups, clinical services, training, special events, and emergency programs.

MISSION
Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies.

VISION
Rainbow envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement.

Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies though social opportunities, health & wellness services, and awareness programs.

Historically Marginalized and Intersectional LGBTQI+ Identities encompass:
- Transgender and Gender Non-conforming
- Black, Indigenous and People of Color
- Women
- Neurodiversity & Mental Health Abilities
- Physical Abilities
- Body Diversity
- HIV Status
- Elders
- Youth
- Immigrants
- Interfaith
- Familial Composition
- Class/Socioeconomic Status

*’inclusive’ with its implied power differential, whereas ‘expansive’ refers to centering power with marginalized people

As Rainbow transcends its vision from inclusive to expansive*, we will be able to represent by centering and reaching a wider scope of People of Color, intersectional, and marginalized LGBTQI+ identities more effectively. We understand that “inclusion”, which in meaning and implementation, holds and maintains a power differential, whether intentionally set. With this position we look to center folx that need access to adult support and services within our communities.

VALUES
Authenticity. We are legitimate and true, able to express hope, pride, joy, love, compassion, and support with one another and ourselves.
Bravery. We cultivate emotional strength building spaces for ourselves and one another that inform and redefine safety.
Education. We teach in welcoming, dynamic, fluid, open-hearted, and impactful ways demonstrating we are always learning.
Healing. We believe in holistic, restorative, and transformational approaches and processes.
Liberation. We are committed to racial and economic justice through the work of solidarity, positive representation, equity, and advocacy, to achieve freedom of limits.

**ORGANIZATION CULTURE**
Our services are based upon a three-tier model of interventions that are designed to reduce isolation, identify individuals in need of direct support, and increase resiliency of our community members – all while building skills needed to cope with the impact of living in a heteronormative and often rejecting dominant culture. Our work is also grounded within a vision of creating a society that embraces acceptance for people of all sexual orientations and gender identities and expressions.

We are dedicated to the development of Rainbow as a learning organization where board, staff, volunteers, and those we serve can join in co-creation of a culture that truly demonstrates the expression of our mission to build community and promote well-being. We are committed to learning together, sharing our knowledge, empowering each other, and creating an organization that supports the development of compassionate, reflective, talented, innovative, and dedicated employees, interns, and volunteers.

**POSITION SUMMARY**
Rainbow is rapidly repairing and growing and we are looking for a detail oriented Training Coordinator to provide administrative support for the Youth Programs and Training Team. This position serves as a primary point of contact for external constituencies who are interested in partnering with our training programs. Primary responsibilities include scheduling, screening and drafting correspondence, general administrative and marketing support, meeting preparation, record keeping, synthesizing information and communications. The Training Coordinator must be able to work independently and with absolute confidentiality and discretion. Some evenings and weekends are required. This is a dynamic position in the organization that interacts with community partners, school district leadership, corporate partners, board members, leadership team members, donors, staff and volunteers.

**ESSENTIAL FUNCTIONS**
1. **Training Coordination and Support 75%**
2. **Relationship Management 10%**
3. **Youth Programs Team Support 10%**
4. **General Duties 5%**

**TRAINING COORDINATION AND SUPPORT 75%**
- Maintain and steward the training request process and training calendar
- Respond to all requests in a timely manner and schedule and facilitate training consultations
- Prepare training proposals for clients and set up invoicing
- Develop pre and post training communications for all trainings
- Conducts research, edits, proofs, and prepares background information and presentation materials for trainings and programs
- Manage the registration process and development of RCC hosted trainings
- Develop and maintain electronic filing and project tracking systems for correspondence, trainings, and related data according to relevant document retention
- Partner with the Director of Development to update and manage training promotional materials
- Create and implement a social media plan for training marketing
- Manage the monthly eblast for the training program
- Prospect, market, and cultivate new training relationships and opportunities
- Serve as a moderator for online training or as a support staff for in person training as needed

**Youth Program Team Support 10%**
- Provide support to the youth program teams including supporting team initiatives such as summer camp registration, communications, and administrative support as needed for revenue based programs
- Contribute to the collective development of the Youth Programs annual programs planning and implementation
- Provide support for internal and external programs as needed: including scheduling, duplication of materials, setting up space, arranging food and beverage, and taking notes or capturing photos and feedback.
- Respond to public requests for information regarding youth programs and training
- Serve as a backup and assist the youth programs manager or coordinator for special program support

**RELATIONSHIP MANAGEMENT 10%**
- Assist in maintaining communication and relationships with LGBTQIA+ organizations, schools, businesses, nonprofits and leaders throughout the Bay Area
- Assist in maintaining communication and relationships with stakeholders, allied service providers and community partners
- Assist in stewardship of contract trainers
- Maintain strict confidentiality in relationships with all board members, staff, stakeholders, media, and donors

**GENERAL DUTIES 5%**
- Provides administrative support for the Youth Programs and Training Team including working and supporting volunteers
● Provide administrative support for event and fundraising activities including tabling at events occasionally
● Support planning Youth Program team meetings and trainer retreats
● Participate in weekly All Staff Meetings, monthly Youth Program & Training Team meetings, and general planning support
● Opportunity to be a part of and support special projects

OVERALL SKILLS, ABILITIES AND EXPERIENCE
● 1-2 years of experience and familiarity with issues of particular relevance to LGBTQIA+ people
● Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment
● 1-2 years of experience with administrative, management, and communications within a business or organization
● Demonstrated personal and professional commitment to Cultural Humility, Diversity, Equity, and Inclusion practices and the development and implementation of materials through a lens of social justice
● Strong critical thinking skills with a proven attention to detail, organization, and timely independent decision making
● Ability to synthesize information and manage competing priorities and constituencies
● Sound judgment to prioritize tasks and limit distractions
● A creative problem-solver, excellent ability to troubleshoot, assess, and anticipate
● Proactive and self-motivated under tight deadlines, with the ability to receive direction
● Helpful and hopeful demeanor, focused on customer service, and a proven ability to establish solid connections and build successful relationships that support Rainbow’s mission
● Regular, consistent and punctual attendance
● Must be able to work occasional nights and weekends with a variable schedule
● Values confidentiality, discretion, tact in the workplace and safe social media engagement
● Excellent public speaking skills
● Excellent conflict mediation skills
● Effective and kind interpersonal, verbal, and written communications skills
● Demonstrated ability to work collaboratively as part of a team and engage with a Leadership circle
● Able to handle multiple tasks simultaneously with strong organizational skills and attention to detail
● Strong organizational skills and follow through
● Detail-oriented with the ability to balance areas of work and prioritize
● Enthusiasm and pride in work
● Mature attitude, humility, and a sense of humor
● Tech platform working fluency:
  o Google Workplace applications including Gmail, Calendar, Docs, Sheets, Forms, Slides and Drive
  o Microsoft Office including Word, PowerPoint, and Excel
  o Zoom video conferencing
● Commitment, fluency, and working knowledge of key program, development, and management approaches:
  1. ACEs Aware: https://www.acesaware.org/ace-fundamentals/
  3. Cultural Humility: https://hogg.utexas.edu/3-things-to-know-cultural-humility

EDUCATIONAL REQUIREMENTS & LICENSES
A combination of education and experience that would provide the necessary knowledge and abilities listed, typically:
Experience in LGBTQI+ Advocacy, Human Services, Community Programming, Curriculum and Training Development, Nonprofit Leadership or Management, or related fields

Bachelor’s degree from an accredited institution helpful

Possess and maintain a valid, non-restricted California Driver’s License

DISCLAIMER
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

HOW TO APPLY
To be considered for this position, please submit a cover letter and resume to Laura Cartwright, Director of Education at laura@rainbowcc.org with the subject line: “Training Coordinator”. Please, no phone calls. Only applicants meeting all the minimum qualifications may be invited for an interview.

EQUAL OPPORTUNITY
Rainbow provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, sex, sex stereotype, gender identity, gender expression, transgender identity (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry, physical or mental ability, medical condition, genetic information or characteristics, marital status, domestic partner status, age, military or veteran status and any other basis protected by federal, state or local law, ordinance or regulation.

Rainbow is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits unlawful discrimination by any employee of the organization, including supervisors and coworkers.

Rainbow believes that one of the significant areas our values are established and communicated are within our hiring practices. We look to elevate and create opportunities for the most marginalized people in our society — namely Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ people, and all women. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of intersectional, marginalized communities. This is one expression and enactment as to how we transcend our lens from inclusive to expansive.