

Position Description

Position Title: Organizational Learning Program Coordinator

Hours Per Week: 20

Wage Per Hour: \$25 [benefits available], plus extra pay for facilitation hours

Projected Start Date: November 2021

Accepting applications until 10/22/2021

About The UPRISE Collective

Our mission is to open spaces and provide support for people with targeted identities to engage in social uplift within their own communities, outside of privileged, hierarchical, white supremacist models. The money we make from providing equity and liberation trainings, strategic planning, and organizational technical support offsets the costs of providing free community education classes, direct action, advocacy, and original program development. The UPRISE Collective is, to date, 100% BIPOC with respect to staff, contractors, and Board, with multiple other intersecting targeted identities represented in our community.

Responsibilities

The Organizational Learning Program Coordinator will be responsible for managing the contracted fee-for service Organizational Learning work that constitutes a significant portion of UPRISE's funding. Contracted work includes, but is not limited to, training, consultation, policy review, assessment, and data analysis. Position will liaise with contracted facilitation team to develop content that is consistent with UPRISE's values and mission.

Basic responsibilities include but are not limited to:

- Interviewing and onboarding new facilitators
- Contracting with facilitators based on skill set, interest, and availability
- Supporting facilitators to deliver specific trainings prior to the training date
- Managing scheduling for contracted work in collaboration with Administrative Coordinator
- Collaborating with team to develop curriculum
- Supporting internal training and professional development
- Participating in consultation meetings, in a learning role in order to eventually take over the work of initial consultation, quoting, and designing the work.
- Draft correspondence
- Other duties as assigned

Requirements

- Experience with facilitation in the areas of equity and liberatory practices

- Experience in assessment and data collection
- Ability to effectively communicate orally and in writing
- Ability to manage team members
- Familiarity with Google Drive Suite
- Access to phone, internet, and computer (organization does not provide)
- Ability to maintain high level of self-motivation for independent work
- Proficient in English reading, writing, and oral communication, although other language proficiencies are welcome.
- Willingness to pitch in as able in other areas is appreciated

Preferred

- Experience with grant writing and reporting
- Experience with contracts
- Experience with Weebly website builder

How to Apply

- Send email to community@theuprisecollective.org with resume, cover letter, and three professional references.

Federal law prohibits job discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.