



EMPLOYMENT OPPORTUNITY

TRAINING FACILITATOR

Title:	Training Facilitator
Starting Wage:	\$30 per hour
Reports to:	Learning & Development Coordinator
Location:	Multiple regions across California
FLSA Status:	Non-Exempt
Position Status:	Regular, Full Time (up to 40 hrs. per week)
Effective Date:	April 2024 ending on or before July 2025

ABOUT VISIÓN Y COMPROMISO

Established in 2000, Vision y Compromiso is a nationally respected organization committed to community well-being by supporting promotores and community health workers. The organization provides comprehensive culturally- and linguistically – relevant training, workforce development, leadership opportunities, advocacy, and support to thousands of promotores and community health workers. Highly trained community experts and trusted members of their communities, promotores are characterized by *servicio de corazon* (service from the heart). Our vision: *Hacia una vida digna y sana* (towards a healthy and dignified life) reflects our goal of building promotores' capacity to educate, empower and advocate for community change to improve their communities so that all families may know a better way of life.

POSITION SUMMARY

Under the supervision of the Learning and Development Coordinator the Training Facilitator ensures the smooth and effective planning and functioning of training events. This role conducts training to groups of promotoras/community members to increase their understanding, leadership and participation in topics related to overall health and well-being in their communities. The Training Facilitator will work with the Education Department team to coordinate training schedules, materials, equipment, travel, and logistics to deliver the training on-site or virtually.

HOW TO APPLY

Applications will be open March 25, 2024, until the position has been filled. Please submit resumes and questions to Carmen Aparicio at (caparicio@visionycompromiso.org).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan and execute training on behalf of Visión y Compromiso (VyC), specifically the curricula developed by the organization and other curricula associated with special projects VyC will deliver. Ensure fidelity to all curricula material including any educational aids and materials developed for the training.
- Plan and confirm all logistics for trainings with partner organizations and/or VyC staff including but not limited to space, equipment, materials as well as attendance of participants.
- Develop a recruitment and outreach plan for the recruitment of training participants with the Training and Education Department and in collaboration with other VyC departments as needed. Work with our Communications Department to develop promotional materials and distribute on our social media and email platforms.
- Plan and coordinate personal travel arrangements to and from training sites with prior approval from supervisor.
- Attend all scheduled staff and project-based meetings with the team, as needed.
- Keep, maintain, and submit all training records such as attendance lists and evaluations to the data management staff within the organization in a timely manner.
- Maintain consistent and constant communication with supervisor regarding all pertinent training activities as assigned.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

CORE COMPETENCIES

- Demonstrated ability to think broadly to plan and problem solve strategically while considering the nuances of the work.
- Understanding of the promotores model or other community lead models and its role in creating health equity in communities in California, nationally and internationally.
- Demonstrated leadership, coaching, and mentoring skills.
- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Attention to detail, organizational abilities, and establishment of priorities.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

There is no minimum educational requirement.

EXPERIENCE

- Completion of the Visión y Compromiso PTFC Facilitator training process (48-hour PTFC course, PTFC TOT course and 48-hour observation.)
- A minimum of three (3) years of experience facilitating adult learning.
- A minimum of one (1) year of experience training Promotores or other community workers.
- Strong knowledge and/or experience with complex community health issues and social determinants of health.
- Some demonstrated experience with curriculum development is preferred.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance. Certified by Visión y Compromiso as a PTFC Facilitator process (48-hour PTFC course, PTFC TOT course and 48-hour observation.)

LANGUAGE SKILLS

Excellent ability to effectively present information and respond to questions via live and video formats with individuals, groups, and the public. Ability to compose and respond to regular business correspondence. Excellent communication skills, including active listening. Because of the population served, the ability to read, write, and speak Spanish is highly desired.

COMPUTER SKILLS

Proficient computer skills for the purpose of presenting information (PowerPoint presentations, training videos and audio files) and connecting with individuals/groups using virtual (online) platforms, collecting, and entering data, sending, and receiving email and calendar scheduling. Intermediate to advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Drive, Gmail, etc..). Intermediate proficiency in Zoom and other distance technology applications that support online training.

TRAVEL REQUIREMENTS

Ability to travel at least 50% of the time within California and mainland United States as required.

PREFERRED SKILLS AND QUALIFICATIONS

- Adult learning and training principles and popular education knowledge.
- Ability to establish and maintain effective and collaborative working relationships with co-workers, external partner organizations, and the public.
- Comfort in creating dialogue around sensitive topics.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to work independently as well as part of a team.

- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.
- Bilingual in English and Spanish.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear and use hands and fingers up to 3/4 of the time. The employee will stand and walk up to of 1/3rd the time. The employee is routinely required to carry and/or lift up to 15 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment varies with the locations at which outreach, and educational activities are conducted. Brief exposure to the elements (cold, rain, wind, sun) while traveling to and from locations and entering and exiting facilities is possible.

The noise level in these various work environments is typically moderate.

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