



JOB DESCRIPTION

TRAINING FACILITATOR

Title:	Training Facilitator
Reports to:	Learning and Development Coordinator
FLSA Status:	Non-Exempt
Position Status:	Regular, Full Time, Hourly
Wage Range:	\$31.74 - \$36.50
Effective Date:	June 2025 ending on or before December 31, 2025
Location:	This position is remote from a home office or if the person in this role is based in Los Angeles, California, they can choose to work from our LA office. The person in this role must have the ability to travel up to 50% of the time within the state of California and mainland United States.
Schedule:	Typically Monday-Friday with some evening and weekend work as required to meet program objectives.

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 provides training to groups of promotoras/community members to increase their understanding of and 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 June 11, 2025, until the position has been filled. Please submit resumes and questions to Carmen Aparicio at (caparicio@visionycompromiso.org).

Essential Functions, Duties, and Responsibilities

Training Implementation and Delivery

- Plan and execute training on behalf of Visión y Compromiso (VyC), specifically using the curricula developed by the organization and other curricula associated with special projects VyC delivers. 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, and participant attendance.
- Gather, maintain, and submit all training records such as attendance lists and evaluations to the data management staff within the organization in a timely manner.
- Plan and coordinate personal travel arrangements to and from training sites with prior approval from supervisor.

Participant Recruitment and Promotion

- Develop a plan for outreach to and recruitment of training participants in collaboration with the Training and Education Department and other VyC departments as needed.
- Work with our Communications Department to develop promotional materials and distribute them via social media and email platforms.

Compliance and Goal-Meeting

- Consistently meet all assigned productivity and outcome goals.
- Attend all scheduled staff and project-based meetings with the team, as needed.
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by the Learning and Development Coordinator and Training and Education Department Director for this position.

Additional Duties

- Provide support to other departments as needed.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available.
- Provide general and administrative support to the Learning and Development Coordinator, Training and Education Director, and designated staff as requested.
- Other duties as 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.

Required Competencies

Education/Experience

- A minimum of three (3) years of experience facilitating adult learning.
- A minimum of one (1) year of experience training Promotoras or other community leaders.
- A minimum of one (1) year of experience training youths.

Skills

- Understanding of and ability to effectively apply adult learning and training principles, and popular education into training sessions.
- Ability to create inclusive spaces and ensure that all participants feel seen and heard.
- Comfort in creating and facilitating respectful dialogue around sensitive topics.
- Strong knowledge and/or experience with complex community health issues and social determinants of health.
- Understanding of the Promotora Model or other community leadership models.
- Ability to assess situations quickly and implement effective solutions on the spot.
- Strong attention to detail, organizational abilities, and effective establishment of priorities.
- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members and partner agencies,
- Ability to maintain a flexible work schedule, including shifts on weekends and evenings.

Language Skills

- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Ability to explain complex concepts in accessible language, adapting to different learning styles.
- Ability to effectively present information and respond to questions via live and video formats
- Ability to compose and respond to regular business correspondence.
- Because of the population served, **the ability to read, write and speak fluently in English and Spanish is preferably**

Computer Skills

- Confident and effective computer skills in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite (Drive, Gmail, etc.), Zoom and/or other virtual training platforms for the purpose of:
 - Presenting information (PowerPoint presentations, training videos, and audio files).
 - Connecting with individuals/groups using virtual platforms.
 - Collecting and entering data.
 - Sending and receiving emails.
 - Calendar scheduling.

Certificates, Licenses, and Registrations

- Valid Driver's 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 required if driving.

Preferred Competencies – Nice to Have

- Demonstrated experience with curriculum development.
- **Completion of the Visión y Compromiso PTFC Facilitator training process**, comprised of:
 - 48-hour PTFC course, PTFC TOT course, and 48-hour observation.

Physical and Mental Demands

- Must be able to move about in multiple work environments, up to 50% of the time.
- Must be able to remain in a stationary position up to 50% of the time.
- Needs to occasionally move about inside office to access file cabinets, office machinery, etc.
- Frequently moves training equipment weighing up to 20 pounds across worksites, into and out of vehicles, and in the community for various class and event needs.
- Must be able to detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Frequently operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
- Must be able to multitask without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.
- Must be able to work and sustain attention with distractions and/or interruptions.
- Must be able to maintain regular attendance and be punctual.
- Must be able to understand, remember and follow verbal and written instructions.
- Must be able to complete assigned tasks without direct supervision.
- Must be able to exercise independent judgment and make decisions.
- Must be able to perform under stress and/or in times of urgency.
- Must be able to perform in situations requiring speed, deadlines, or productivity quotas.

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.

Work Environment

- This job operates from an approved remote/home office setting, and if based in Los Angeles, could be from an approved, professional office environment, with frequent travel to perform in-person training in clients' locations within local neighborhoods including meetings in community centers, conference rooms, partners' offices, etc.
- The noise level in these various work environments is typically quiet to moderate.

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.

Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

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