

Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Training Associate

SCOPE is a grassroots membership-based community organization located in South Los Angeles. SCOPE organizes with and for poor and working class communities of color to counter the structural forces producing and maintaining social and economic injustice. As part of SCOPE's commitment to movement-building beyond our own organization, SCOPE's Training Component facilitates capacity-building, strategy development, and technical assistance for other social and economic justice organizations. Additionally, the Training Component supports ongoing political education for SCOPE members and staff.

SCOPE currently seeks a Training Associate to coordinate, (co-)facilitate, and evaluate training and technical assistance to an emerging local, regional, and national client base. SCOPE's training clients have traditionally included: social justice organizations and coalitions; labor unions; service-providers; foundations; and networks. The Training Associate will provide direct training services to a range of participants including organizational staff, grassroots/rank-and-file members, academics, and executive teams. SCOPE's training modules include, but are not limited to, Power Analysis, Social Change Spectrum, Community Organizing, Campaign Strategy Development, and Integrated Voter Engagement. The Training Associate reports directly to the Training Director and is expected to collaborate with all component directors and staff to seamlessly integrate training with SCOPE's overall work.

Training Associate Responsibilities:

Program Coordination

- Serve as the first line of contact for SCOPE's client intake process to ensure that all requests for SCOPE's services are handled efficiently and professionally.
- Conduct necessary in-person/telephone interviews to assess the training needs of respective clients.
- Thoroughly document, review, and evaluate all client requests.
- Coordinate the annual calendar of trainings and product deliverables.
- 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.

Curriculum 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 co-facilitate/facilitate a wide range of training services and materials.
- Conduct background research to tailor trainings according to client needs.
- Willing and able to travel across the country to deliver services and represent SCOPE in small group settings, large meetings, and conferences.
- Exercise strong facilitation and presentation skills for diverse groups of participants and teaching modalities.

Internal Staff and Member Support and Training

- Provide support to the organization's overall efforts, e.g., campaign activities, external meetings, internal organizational development, etc.
- Assist in developing and conducting in-service training for SCOPE staff and members.
- Coordinate the cross-training of SCOPE staff on new or changed training modules and products.
- On a rotational basis, help facilitate regularly occurring SCOPE program staff meetings.

Position Qualifications:

- A demonstrated commitment to social justice and a familiarity with the intertwined issues that shape material conditions in low-income and communities of color, as well as their structural/root causes.
- An understanding of the role of member-based organizing, as distinct from advocacy, activism, mobilizing, and voter engagement.
- Able to coordinate with partners and clients to discern their needs.
- Takes both initiative and direction. Strong work management skills: planning, prioritizing, executing, tracking, and evaluating tasks, both independently and collaboratively.
- 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 and public speaking skills.
- Valid driver's license and able to travel and stay overnight and/or work nights and weekends as needed.

Preferred Qualifications:

- Experience in a base-building organization or labor union.
- Able to sense group dynamics, read a room, listen actively, and ask good questions in order to draw out and build upon knowledge in a room.
- Comfortable with letting learning processes play out, with holding complexity, and with allowing for as well as acknowledging unknowns.
- Pedagogical experience, especially in popular/political education.
- Can respectfully teach as well as learn, give as well as receive feedback. A strong sense of curiosity.
- Ability to speak, read, and write in a language in addition to English; strong preference for fluency in Spanish.
- Knowledge of the local, regional, and national political landscape, as well as social movement histories.
- Conversant in other capacity building and strategy development tools.

Compensation: \$45,000-\$48,000 dependent upon qualifications and experience, plus a generous benefits package including medical, vision, and dental.

To Apply: Please submit a one-page cover letter, resume, and a writing sample to scope-hr@scopela.org. People of color, women, and LGBTQ individuals are encouraged to apply.

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 send no more than 4 pages of content for your sample. Slide decks can be sent as a PDF of handouts in order to meet the page limit.