

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

Position: Training Associate

Employment Type: Full-Time, Exempt, Staff Position

Supervisor: Co-Executive Director

Position Description:

The role of the Training Associate is to facilitate capacity-building, strategy development, and technical assistance for external social and economic justice organizations, as part of SCOPE's commitment to movement-building beyond our own organization. Additionally, the role is to support ongoing internal political education for SCOPE members and staff. The Training Associate will 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 Co-Executive Director and collaborates with all directors and staff to seamlessly integrate training with SCOPE's overall work.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties and Responsibilities:

Program Coordination (10%)

- Serves 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
- Conducts necessary in-person/telephone interviews to assess the training needs of respective clients.
- Thoroughly documents, reviews, evaluates and responds to all client requests
- Coordinates the annual calendar of trainings and product deliverables
- Works with the Director of Programs to develop and implement a marketing strategy, including the creation of marketing materials, in order to expand SCOPE's client base
- Builds and maintains relationships with training clients, including social justice organizations and coalitions, labor unions, service-providers, foundations and networks

Curriculum Development (25%)

- Contributes 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
- Prepares 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 (40%)

- Prepares and co-facilitate/facilitates a wide range of training services and materials
- Conducts 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
- Exercises strong facilitation and presentation skills for diverse groups of participants and teaching modalities

Internal Staff and Member Support and Training (25%)

- Provides support and capacity-building to the organization's overall efforts, e.g., campaign activities, external meetings, internal organizational development, etc.
- Assists in developing and conducting in-service training, curriculum, workshops and learning spaces for SCOPE staff and members
- Coordinates the cross-training of SCOPE staff on new or changed training modules, products, ways of presenting and other creative popular education methodologies that are exciting and engaging
- On a rotational basis, helps facilitate regularly occurring SCOPE program staff meetings

Essential Knowledge and Abilities:

- A demonstrated commitment to social justice, racial justice and a familiarity with the intertwined, intersectional 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
- Ability 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
- Ability to design curricula, slide decks, and training modules within a standardized comprehensive framework
- Excellent written and oral communication skills and exceptional group facilitation and public speaking skills
- Ability to facilitate and provide training to a wide variety of audiences at different levels of information and expertise backgrounds, including organizational executive directors, foundation program officers, and grassroots community leaders
- 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, particularly around training and capacity-building (1-3+ years)
- Bachelor's Degree preferred, or equivalent combination of education, training, and experience
- Ability 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 capacity building and strategy development tools, such as power analysis, social change spectrum, community organizing, campaign strategy development, integrated voter engagement, technical assistant, and coaching

Work Environment: This position operates on site in a professional office environment, however at times it may be temporarily remote depending on the evolving COVID-19 pandemic. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

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. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a full-time, exempt, at-will staff position. Exempt employees are expected to work the appropriate and necessary time within reason in order to complete key assignments and related tasks on schedule, and serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of \$64,480 (dependent on experience), fully paid benefits (health/dental/vision), 401k, generous vacation and sick time, professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include “**Training Associate**” in the subject line.