



Position Announcement | Training Coordinator

Location: Remote and Socially-Distanced

About Equity in the Center

Equity in the Center works to shift mindsets, practices, and systems within the social sector to increase race equity. We believe in a future where nonprofit and philanthropic organizations define, implement, and advance race equity internally while advocating and centering it in their work externally. Our services include convenings, working sessions, coaching, and partner trainings designed to build a Race Equity Culture.

We are committed to:

- **ACCELERATING LEADERS.** We engage, support, and convene nonprofit and philanthropic leaders for bold conversations and capacity building to drive action toward race equity.
- **SUPPORTING ORGANIZATIONS.** We increase awareness about the practices and tools that measurably shift organizations from dominant to equity culture.
- **INSPIRING ACTION.** We influence institutional and cross-sector systems to center race equity as a core goal of social impact.

By focusing explicitly on race equity, we believe that our efforts will help social sector organizations create a Race Equity Culture, and center race equity work as a core goal of their missions.

About the Role

As Equity in the Center continues this period of rapid growth, we are now seeking applications for a part-time Training Coordinator. Reporting to the Senior Director and working in collaboration with the Communications Associate, this new position will support EiC's training delivery, ensuring that all aspects of our trainings prove to be successful for both facilitators and participants. This is a part-time remote role with a salary of \$40K - \$47K.

The ideal candidate will be a highly organized, task-oriented, problem-solver with keen attention to detail who is adept at managing vast amounts of information virtually. This role is ideal for someone who is proactive, motivated, and meticulous. Given that Equity in the Center is a start-up, they should also be flexible, warm, adaptable, generous with others' questions, and able to show grace to themselves and others as the team learns and grows together.

Some of the essential duties include:

- **Support training and workshop enrollment.** Create registration materials and track participants' enrollment and participation in EiC training opportunities.
- **Develop our training and workshop program.** Support the ongoing evolution of our training program by bringing a keen eye to detail for delivering a comprehensive and concise learning experience through training curriculum provided in handbooks, worksheets, rubrics, and video training materials.
- **Coordinate events and registration.** Organize online and in-person training and workshop events by supporting the planning, registration, and event production for participants and facilitators.
- **Manage participant follow-up after workshops.** Maintain participant relationships with post-workshop evaluations, upload recordings to the archive, and track participants' engagement with the varied training opportunities that EiC offers.

RESPONSIBILITIES OF THE TRAINING COORDINATOR

The Training Coordinator is responsible for the virtual production and logistical support of all trainings and workshops. These tasks include:

- Scheduling through the virtual platform (Zoom)
- Coordinating with training facilitators
- Managing the training calendar
- Managing workshop email account
- Managing the virtual platform during the training including troubleshooting technical difficulties, organizing breakout rooms and user polls, managing the chat
- Tracking registration and ticket sales via EventBrite
- Sending post-training feedback forms and compiling responses
- Uploading the recorded training to the organizational archive
- Working closely with the Communications Associate to promote training opportunities via social media, the newsletter, and the website

Position Requirements:

Given the nature of the work EiC takes on, and the demands associated with remote and social-distanced working models, the new Training Coordinator will need to be a nimble and creative team member with the emotional intelligence, compassion, patience, sense of humor, and interpersonal communication skills to test and embrace new ways of working. Additionally, the ideal candidate will have.

While this role focuses on supporting our training facilitators, it is still crucial that the new Training Coordinator:

- Be committed to continually evolving a race equity analysis grounded in critical race theory
- Be committed to anti-racism and social justice as personal and professional values

- Have advanced interpersonal and public communication skills with a growing skillset in strategies to build internal community and culture through virtual communication platforms
- Be comfortable engaging in courageous internal conversations about equity, anti-racism, and racial accountability

Key Skills and Qualifications for the Role of Training Coordinator:

- Be available from 12pm EST -5pm EST Monday through Thursday
- Be highly organized and detail oriented
- Excellent project management skills including calendar management (Google preferred) and the ability to lead multiple work plans with different timelines, objectives and deliverables
- Proficiency in the standard and advanced use of the various computer applications and programs is helpful, including: Google Workspace, Eventbrite, Zoom, Dropbox, MailChimp, Canva, Calendly, Doodle

Compensation & Benefits

This role is currently part-time (up to 20 hours per week) and is compensated accordingly.

- Part-time Salary - \$40-47K based on qualifications and experience
- Healthcare
- Participation in the employee retirement program
- Flexible, remote work schedule

In addition to the part-time salary and health benefits, Equity in the Center also provides all part-time employees with technology and remote work support, professional development, unlimited personal leave, and employer-paid holidays.

How to Apply

Please [use this google form](#) to submit your application. The form will be open for two weeks (insert dates) so feel free to draft your answers in Microsoft Word or another application and paste your final drafts in the form.

Questions

This search is being supported by independent recruiters from Monday Morning Consultants. Please reach out to Dr. Erica Nicole Griffin (ericanicole@mondaymorningconsultants.com) and Dr. Jamie Joanou (jamie@mondaymorningconsultants.com) with questions about the role and the application process.

Equity in the Center is an Equal Opportunity Employer