



## Training and Education Manager Position Announcement

**Job Title:** Training and Education Manager

**Location:** Administrative Office, Santa Rosa, CA

**Department:** Community Outreach

**Supervisor:** Associate Director

**Pay Range:** \$29/hr - \$35/hr

**FTE:** 1.0

**Exempt Status:** Non-Exempt

### **Job Summary:**

As the Training and Education Manager, you will be at the forefront of leading the Community Outreach Department, steering community engagement, outreach, and training initiatives. You will serve as the primary point of contact for community partners seeking technical assistance or consultations, particularly in the realm of culturally responsive community engagement, outreach, and programming. This dynamic role requires an individual with a robust background in program management, culturally responsive community engagement, and team leadership, ensuring the seamless execution of LSP's mission and priorities.

### **Job Responsibilities:**

#### **Administrative:**

- Ensure the successful delivery of grants, collaborating closely with the financial department for budget creation and management of training programs.
- Provide support for grant application processes, ensuring accurate and timely submissions.
- Monitor expenditures to ensure adherence to budgetary constraints.
- Design, implement, and evaluate training programs for staff, community partners, and stakeholders.
- Implement evaluation methods to gauge the effectiveness of training programs, incorporating feedback and making adjustments for continuous improvement.
- Offer expertise in grant reporting processes, supporting the development of project reports and ensuring compliance with financial policies and controls.

#### **Community Outreach and Engagement:**

- Provide strategic leadership for the Community Outreach Department.
- Establish and foster collaborative partnerships with community organizations and local agencies.
- Serve on community committees to enhance collective impact.
- Curate educational resources for community partners, ensuring accessibility and relevance.
- Oversee the development and implementation of impactful community engagement and educational programs, including LSP's Monthly Meetings and e-newsletter.

#### **Training and Education:**

- Act as the primary liaison for community partners seeking technical assistance or consultations.



- Offer expertise in culturally responsive community engagement, outreach strategies, and program development.
- Create or source training materials, manuals, and resources, ensuring alignment with training objectives.
- Manage and oversee the implementation of special projects that support LSP's mission and priorities.
- Execute and facilitate training sessions, workshops, and educational programs, encompassing in-person, and virtual sessions, webinars, and other learning initiatives.

### **Skills and 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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of education, vocational training and work experience which provides the opportunity to acquire the knowledge and abilities listed. Normally, an Associate Degree (A.A.) in fields related to Community Development, Social Work, Public Health, Communication, or a related field and two or more years of non-profit or outreach work experience will provide this opportunity.
- Possession of reliable transportation and valid California driver's license with verification of current auto insurance with minimum liability coverage
- Bilingual (Spanish/English) required
- An understanding of the needs of Latinx communities in Sonoma County
- Sensitivity and ability to relate to people from diverse lifestyles, socioeconomic levels, and cultures with the ability to provide culturally responsive services
- High standard of confidentiality by demonstrating integrity and discretion in dealing with confidential information
- Advanced computer skills: G-Suite and presentation/marketing software such as Canva or Prezi.
- Advanced social media proficiency
- Effective time management skills
- Strong organizational skills for maintaining files, emails, and grant reporting
- Ability to maintain a flexible schedule to staff occasional weekend and evening activities
- Ability to problem solve both independently and in a team setting
- Ability to actively communicate in both verbal and written format