



**GROUND  
ED  
SOLUTIONS  
NETWORK**

strong communities  
from the ground up

<b>Title:</b> Training Specialist	<b>Reports to:</b> Director of Capacity Building
<b>Department:</b> Capacity Building	<b>Status:</b> Full-time, Exempt

## About Us

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations.

As a national membership organization, we support nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need. We promote homes that remain affordable for generations and provide the foundation for our communities to be stable and strong, for good.

In order to fully realize the mission and vision of our organization and in an effort to create a vibrant workforce, we are committed to fostering an organizational culture rooted in critical thinking and consciousness about race and class. We seek candidates who are dedicated to achieving racial equity. We are committed to building a staff team that is as racially and culturally diverse as the communities that we serve and we encourage candidates from all backgrounds to apply.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

## About the Position

We are looking for a Training Specialist who will help coordinate our annual national conference, [Intersections](#), and grow our training program's scale and impact by developing new curriculum that advances racial equity and meets the needs of new audiences. Our primary audiences for training are affordable housing professionals from both the public and nonprofit sectors, policy makers and advocates. Our secondary audiences include community residents, students and funders.

Our current Capacity Building team has lots of content knowledge around designing, implementing and improving housing (especially homeownership) programs. We also have deep expertise in community engagement, complex project management and strategy development. We are looking for someone to balance out our team by bringing expertise in curriculum development and racial equity in training production and delivery. Right now, we are an all virtual team and so, while we meet via video conference frequently, we're looking for someone who will be personally and professionally satisfied working from a remote office.

## Key Responsibilities

Working under general supervision, the Training Specialist will coordinate, evaluate and improve all aspects of the organization's training program. They will work closely with staff as well as with external trainers and content providers to produce: (1) approximately 50-conference sessions each year, (2) our virtual training institute with monthly offerings, and (3) on average three to four additional place-based trainings and/or convenings per year. The Training Specialist will dedicate approximately 40% of their time to *Intersections*, 40% of their time to the virtual training institute and place-based convenings and 20% of their time to other departmental or organizational priorities.

- 1. Collaborate with internal and external content experts to update existing curriculum and develop new content.**
  - a. Bring and incorporate an explicit racial equity lens to our training curriculum, ensuring that all future content and facilitation techniques are meeting the learning needs of racially diverse adult learners in a professional setting.
  - b. Facilitate the creation of learning objectives, lesson plans and training materials.
  - c. Nurture relationships with our growing network of affordable housing practitioners and resident speakers, who bring real-world experience to our trainings and presentations.
  
- 2. Coordinate logistics for the training program and annual conference planning process.**
  - a. Propose and implement strategies that will make our training program and conference planning processes and events more racially inclusive.
  - b. Support the Director of Capacity Building and other team members to develop, refine and evaluate the annual training program strategy, workplan and desired outcomes.
  - c. Coordinate regular planning meetings with the conference team, trainers and Grounded Solutions staff. Manage all internal and external presenters including communicating critical information and collecting presentation materials, etc.
  - d. Using existing technology and systems, coordinate registration and logistics for all training events and to track and report on agreed upon metrics.

### **3. Be a strong team member.**

- a. Bring your best thinking, creativity and active listening techniques to your work.
- b. Be a resource and mentor for Grounded Solutions staff interested in learning more about incorporating best practices into their meetings, trainings and conference presentations both internally and externally.
- c. Participate on internal staff committees and support interdepartmental efforts including our organization-wide focus on race, equity and intersectionality.
- d. Help shape a positive and inclusive organizational culture amongst staff and with external stakeholders.

### **Qualifications for Entry into this Position**

Our ideal candidate for this job comes to the organization with project coordination experience, a deep understanding of racial equity as well as experience overseeing curriculum development and training facilitation. We anticipate that applicants may come from an academic setting or have previous experience coordinating trainings for nonprofits, housing counseling agencies, social service organizations, labor unions or the like.

Grounded Solutions Network will support our ideal candidate over the first year of employment to grow their knowledge of affordable housing issues and will provide opportunities to gain more experience administering training programs.

### **Knowledge, skills and abilities**

1. Minimum three years of experience in a role that included coordinating a training program or curriculum development that centered around racial equity.
2. Experience in leading conversations about race and an interest in nurturing those skills.
3. Ability to work autonomously in a virtual environment while coordinating a variety of projects simultaneously.
4. Proficient in Microsoft Office suite of applications and willing to learn other technology tools.

### **Travel required**

Approximately 8-12 trips per year of out-of-state travel as needed to attend staff meetings, conferences and other place-based trainings.

### **Location**

Flexible: The organization has offices in Oakland, CA, and Washington, DC, with additional staff working from home or co-working spaces throughout the contiguous 48 states. All staff members are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

### **Starting Salary Range**

\$50k-60k annually, commensurate with experience.

**Join our team and build your career with us! We offer:**

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community and equity.
- Opportunities for professional growth and development.
- Competitive, comprehensive benefits package including health, dental, matching 401k and paid time off.

**Work Environment/Physical Demands**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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. All employees are responsible for a clean and safe work area. While performing the duties of this job, the employee is regularly required to sit, and occasionally required to stand and walk. The noise level in the work environment is usually quiet.

**How to Apply**

Please submit, as one document (PDF or Word), a cover letter with salary requirements, resume, and responses to the supplemental questions below (no more than 200 words each): <https://form.jotform.com/91276440647158>

Grounded Solutions Network is striving to become an anti-racist organization. We have a committed and passionate committee of staff who meet every two weeks to shape, guide, and champion our various efforts toward racial equity and inclusion. We hope that the supplemental questions below will give you the opportunity to share more about yourself and your experiences, especially as they relate to racial equity:

1. Think of a time when you participated in a process that was co-created and co-led by both people of color and white people. What was your role and what was your experience like (positive or negative)?
2. To what extent has pursuing racial or other types of equity and inclusion been a priority in your work, and how did you approach it?

Interviews will be conducted on a rolling basis.