

Training Director | Job Description

Organizational Overview

The Advocacy Institute (AI) was created to support the legislative advocacy of social justice and movement-building organizations across New York State. Since our founding in 2013, we've helped hundreds of organizers and advocates engage in more efficient and effective legislative advocacy.

Advocacy Institute aims to embody the values of justice, equity and dignity for all people. We practice these values by supporting a culture of teamwork, feedback, and open communication among staff.

Role Overview

The Training Director manages our robust training program on legislative and budget advocacy, and will be responsible for launching our new leadership development cohort in the next year. The ideal candidate will be a skilled facilitator with a deep background in leading legislative campaigns.

Essential Duties and Responsibilities

Managing Training Program

- Manage overall training program in alignment with AI's mission and strategic priorities for the year;
- Launch new leadership development cohort in 2022;
- Coordinate program team, guest speakers, and external trainers to ensure coverage of AI programs and coordination with member engagement strategies; Facilitate program team meetings;

Facilitation and Teaching

- Serve as primary trainer for AI core curriculum, including regular public trainings, trainings for member organizations, and contracted trainings;
- Serve as primary facilitator for AI peer learning cohort;

Developing and Supporting AI Trainers

- Recruit and train external trainers to facilitate AI curriculum and support their continued development;
- Support curriculum license holders to prepare to lead AI curriculum in their institutions;

Overseeing Curriculum Development

- Manage curriculum development consultant to develop new curriculum and maintain current baseline curriculum integrity with learning objectives;
- Maintain systems of training evaluation to collect and report on data around participant learning outcomes.

Other Duties and Responsibilities

- Other duties, as assigned

Education and/or Experience

- 3-5 years experience leading legislative and/or budget advocacy campaigns in New York state
- 3-5 years experience facilitating and leading trainings or workshops
- Experience managing a cohort-based program and a programmatic calendar of trainings preferred

Knowledge, Skills and Abilities

- Excellent communication skills, and engaging facilitation or teaching style
- Collaborative work style, and desire to be part of a team with staff and the curriculum consultant
- Ability to solve problems and manage multiple priorities simultaneously
- Commitment to examining one's own experience of privilege and oppression, and facility with giving and receiving effective feedback
- Fluency in Spanish preferred

Organizational Relationship

The Training Manager reports to the Deputy Director, and collaborates with other staff, consultants and partners as needed.

Physical Demands

- Must be able to spend 30+ hours per week using a computer and 3-4 hours per day on video conferencing

Location

Advocacy Institute uses a hybrid model of in-person and remote work. Employees are expected to be able to commute to in-person work in the five boroughs of New York City, and can expect 1-3 days of in-person work per week in 2022. Local or statewide travel to facilitate in-person trainings or programs may occur in 2022.

We are open to considering candidates based in our priority regions outside New York City, including the Hudson Valley, Western New York, or Long Island.

Work Environment

- Remote work is conducted at the employee's home office. A laptop computer and incidental supplies needed to accomplish remote work are provided by AI.
- In-person work will be conducted at shared office locations in New York City. Employees can expect elevator access, gender neutral bathrooms, and a bull-pen style desk arrangement with moderate noise and disruptions.

Time & Compensation

Full time position, starting as soon as the position is filled. Salary range is \$85,000 to \$95,000, based on experience. Competitive benefits package includes medical, dental, vision, 403b retirement account, 12 days vacation in the first year, and a two-week winter holiday.

Apply

Thank you for your interest in the Advocacy Institute! To apply, please submit an application package to search@advocacy-institute.org that includes the following:

- Resume
- Cover letter
- Written response to these prompts:
 - What is your approach to breaking down a complex issue for participants in a training environment?
 - What do you think are the most important training topics for AI to provide to social justice organizations in New York state?
 - Why is it important for you to work at a social justice organization?

No calls please. Because of the high volume of anticipated applicants, we regret that we will be unable to respond to all submissions. Application deadline: Rolling, with anticipated start date of early 2022.

Equal Employment Opportunity: The Advocacy Institute is a fiscally sponsored project of Tides, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.