



**Equity. Quality. Collaboration.**

**Job Title:** Promise Fellow Training Coordinator  
**FLSA Classification:** Non-Exempt  
**Annualized FTE:** 1.0 FTE  
**Supervisor:** Noam Wiggs, Training Development and Evaluation Director  
**Closing Date:** Open until filled

### **Our Organization**

Minnesota Alliance With Youth works in partnership with youth to ensure that ALL young people have equitable educational opportunities that foster their individual assets, honor their voices, and prepare them to reach their goals. The Alliance accomplishes this mission through our core organizational values of equity, quality, and collaboration.

### **Position Overview**

The Training Coordinator will be responsible for coaching and supporting a cohort of individuals serving statewide as AmeriCorps Promise Fellows, serving over 6,000 youth annually. The Coordinator will serve alongside an AmeriCorps team to provide direct assistance to AmeriCorps members and sites, as well as act as support for other organizational efforts. The ideal candidate will have strong interpersonal skills, training and facilitation experience, high attention to detail, a background in education, professional communication skills, and an ability to work effectively both independently and as part of a team. An interest and/or experience in educational equity and National Service strongly preferred.

### **Position Responsibilities:**

- Support strategic equity, diversity, and inclusion efforts at the Alliance and perform all essential functions with an equity lens

### *AmeriCorps Member & Host Site Support, Training & Coaching*

- Coach, troubleshoot with & meet regularly with Promise Fellows and host sites
- Develop, organize, & facilitate training to build the skills of AmeriCorps Promise Fellows and ensure host sites implement the Promise Fellow model with fidelity; collaborate with team of trainers to develop training curriculum
- Co-lead with the Training Development and Evaluation Director the scheduling and content of regular AmeriCorps Team meetings and a collective process of agenda building and meeting facilitation
- Engage the Training Team, internal Racial Equity team, AmeriCorps host sites, and members to facilitate proactive and reactive next steps to advance the Alliance's equity goals
- Conduct site visits both for monitoring and planning purposes
- Assist with developing training team processes and procedures
- Mediate and problem-solve between sites and members as needed
- Collaborate with staff on program development and evaluation
- Review and track host site applications, assist with selection decisions, and follow up with clarification items as needed
- Support auditing of member files
- Support the oversight of member data tracking requirements
- Support AmeriCorps recruitment efforts to enroll and retain 220 AmeriCorps members
- Attend ServeMinnesota meetings and support efforts to increase awareness of AmeriCorps

### *Organizational Support*

- Support AmeriCorps operations compliance requirements
- Assist with compliance & monitoring requests for AmeriCorps
- Assist with annual special event planning

- Serve as a champion of the Alliance by sharing and promoting our core values and mission

**Desirable characteristics and areas of expertise:**

- Demonstrated experience incorporating the perspectives of multiple communities, especially communities of color, in the consideration of impacts and outcomes of Promise Fellow training
- Strong understanding of and experience in education and youth engagement
- Experience and/or passion for AmeriCorps
- Strong training skills; able to provide information and translate the Promise Fellow model into action
- Curriculum and training development experience
- Team-oriented: values group processes, comfortable with group problem solving, eagerness to work collaboratively
- Self-motivated: able to see tasks/projects through from start to finish
- Organized: able to maintain records of information gathered, can determine most relevant information and present in thorough and concise manner
- Computer literate: familiarity with Word, Excel, PowerPoint, data tracking systems, etc.

**Requirements:**

- Minimum of 3 years of experience in the nonprofit sector, education, youth development, or related field, and/or a combination of education and experience
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- Attention to detail is high priority; able to juggle multiple projects and deadlines concurrently
- Excellent interpersonal skills: able to communicate effectively in person, over phone and by email with Alliance constituents, including AmeriCorps members, host site supervisors, and community partners
- Effective facilitation and training experience
- Adaptable: able to shift focus in response to evolving organizational needs
- Proactive: able to anticipate tasks/needs and plan accordingly
- Ability to manage large scale programs
- Access to reliable transportation is a must, some outstate travel is required
- Ability to work occasional evenings and weekends
- Ability to perform sedentary work as required

Salary range is \$38,480.00 - \$44,012.35, plus excellent benefit package. 40 hours per week/52 weeks per year. Office located in St. Paul, MN - Hybrid Work schedule is available. **To apply**, interested candidates must complete a cover letter, resume, and provide three references. Please send all required materials electronically to Kita Yang at [kyang@mnyouth.net](mailto:kyang@mnyouth.net) and include in the subject line *Training Coordinator*. **Priority deadline to apply is Sunday, August 1, 2021, but will remain open until filled. Interviews will take place on August 4, 5, and 6.** No phone calls please.

To learn more about the Minnesota Alliance With Youth, visit our website at: [www.mnyouth.net](http://www.mnyouth.net).

**Please note:** Minnesota Alliance With Youth is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you don't believe you meet every one of our qualifications described. We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation. We are committed to the principle of equity and are particularly interested in receiving applications from a broad spectrum of individuals.

- Reasonable accommodations provided upon request.
- This document is available in alternative formats.

This position is funded by AmeriCorps. Employment is contingent on the successful completion of required background checks.