POSITION: Training Coordinator
REPORTS TO: Executive Director
CLASSIFICATION: Full-time, Exempt
PAY RATE: $45,000-$52,000

About the Chicago Freedom School

The mission of the Chicago Freedom School is to build intergenerational partnerships and facilitate programming for young people of color while offering training to individuals and organizations committed to movement building. Rooted in the legacy of Mississippi freedom schools in the 1960s, CFS is committed to ideas and practices that eradicate oppression in all its forms. Understanding history is foundational to our work, and we utilize a Black, queer womanist lens to guide our organizational culture, programs, and practices. We are committed to building an open organization where decision-making centers BIPOC youth voice and leadership as we work toward liberation.

Purpose of the Role:

The Training Coordinator leads and facilitates CFS’ public training, which builds the capacity of adults and intergenerational groups to implement social justice youth development and healing-centered practices. Our trainings are imaginative and innovative, focused on dismantling systems of oppression and building a world rooted in collective action, power, and care.

Annually, CFS’ workshops reach over 1,000 people representing nonprofits, K-12 schools, universities, and other institutions from across Chicago and the nation. There is growing demand for our trainings, and the Training Coordinator will work closely with the Executive Director to develop and implement a strategy for expansion.

In addition, the Training Coordinator will lead CFS’ Northstar Liberation Training Collective. Northstar is a 9-week program that develops a team of BIPOC trainers ages 17-24 who will build their knowledge on the impact of trauma, understand healing centered approaches to trauma, build upon their facilitation skills, and train teachers, cultural workers and youth development professionals to address and interrupt punitive practices from an abolitionist lens.

Northstar centers CFS’ healing justice framework, which engages young people in learning, exploring and practicing collective approaches to healing that can impact and transform the consequences of oppression and trauma on our bodies, hearts, and minds. We are committed to centering healing rather than trauma, and this approach empowers young people to take action while working with other youth and adult allies to create interventions that address the root causes of trauma and provide tools and strategies for holistic healing.
Core Responsibilities:

**Develop and Facilitate Public Training - 45%**
- Serve as the lead facilitator for all workshops, averaging 25-35 workshops each year.
- Ensure our curriculum is up to date, well-researched, and grounded in our values.
- In collaboration with the team of Directors, develop and implement a revenue-generating strategy for trainings rooted in equity.
- Facilitate in-person and virtual trainings.
- Utilize systems to track training requests, participants and evaluation results.

**NorthStar Program - 30%**
- Coordinate and oversee the day-to-day management NorthStar program.
- Revise and co-facilitate program curriculum in partnership with two co-leads.
- Annually recruit 15 BIPOC leaders ages 17-24 to participate in the program.
- Collaborate with the evaluation team to document program impact.
- Collaborate with NorthStar alumni to hire, train, supervise, support, and evaluate two part-time, temporary NorthStar co-leads who are program alumni.

**Partnership Development and Engagement - 10%**
- Cultivate and maintain relationships with new and recurring community partners.
- Develop contracts with all training clients.
- Ensure adequate preparation and post-training follow-up.
- Reply to all training inquiries in a timely manner.
- Attend relevant CFS programs and events.
- Represent CFS with integrity and humility.

**Supervision and Team Development - 10%**
- Hire, train, and support a small team of youth co-facilitators for community trainings.
- Hire, train, and support two NorthStar alumni as program co-leads, supporting them to transition from program participants to training facilitators.
- Schedule and facilitate regular meetings with the training facilitation team and NorthStar co-leads.
- Cultivate a culture of teamwork, feedback, growth, and collaboration.

**Other duties - 5%**
- Support with budget and financial reports, as needed.
- Participate in staff meetings and retreats.

**Required Qualifications:**
- Highly motivated individual with a minimum of 2 years of experience facilitating workshops or teaching diverse audiences of youth (ages 14 and older) and adults, centering BIPOC communities.
- 2-3 years experience in youth program implementation and operations.
- Previous experience as a team leader is preferred.
- Experience cultivating and maintaining collaborative community partnerships.
Commitment, understanding, and experience practicing anti-oppression praxis and healing-centered approaches, rooted in Black liberation.

Understanding of the impact of trauma on the lives of BIPOC youth and their communities.

Commitment and experience using healing-centered / trauma-informed approaches.

Demonstrated experience centering lived experiences of participants in curriculum development and facilitation.

Exceptional communication in writing and speaking.

Highly organized and detail-oriented with experience managing several projects at once.

Willingness to work collaboratively and independently with openness to learning along the way. Flexibility and a sense of humor in times of ambiguity.

Experience and familiarity maintaining and managing a virtual learning environment.

Working knowledge of Microsoft Office (Word, Excel, PowerPoint) and Google Suite Applications (Gmail, Hangouts, Drive, Calendar) and online training tools.

Working Environment:

This is a Chicago-based position, although currently it is a hybrid position with the opportunity to work remotely for the time being. CFS follows CDC COVID guidelines for employees and additionally requires proof of vaccination as a condition of employment. Reasonable accommodations will be considered. Must be comfortable working in partnership with youth in a shared, youth-centered office space.

Chicago Freedom School is an equal opportunity employer and is committed to creating a workplace free from discrimination. No one will be denied opportunities or benefits based on age, color, race, sex, national origin, religion, marital status, sexual orientation, gender identity, gender expression, political belief, or disability, either visible or invisible. People of all backgrounds, particularly people of color, and trans/gender-expansive individuals are encouraged to apply.

Pay Range and Benefits:

Annual full-time salary range $45,000 to $52,000 commensurate with experience. 100% employer-paid employee health benefits. Generous paid time off. CFS also provides a professional development stipend.

Application Process:

To apply, please submit a cover letter and resume to careers@chicagofreedomsschool.org with the subject line: Training Coordinator Application – [LAST NAME]

Deadline for priority consideration is April 25, 2022 and the position will be open until filled. The ideal start date is June 15, 2022. Note: Candidates will only be notified if they are moving forward with the application process. No phone calls please.