



**CHICAGO  
FREEDOM  
SCHOOL**

POSITION: Training Coordinator  
REPORTS TO: Executive Director  
CLASSIFICATION: Full-time, Exempt  
PAY RATE: Salary Range \$42,000-\$45,000, Full benefits and PTO

**Purpose of the Role:**

As Training Coordinator you will manage the organization's "fee-for-service" training department, including Northstar, Chicago Freedom School's Liberation Education Collective. You will be responsible for developing and implementing a "fee-for-service" (FFS) training strategy with the support of the Executive Director that seeks new training clients while maintaining and supporting current clients and partners. This is an opportunity to develop and maintain training curricula rooted in radical pedagogy, own training/program facilitation, training outreach, implement evaluation tools, and manage contracted training consultants.

*This position will be supervised by the Executive Director for seventy-five percent of the FFS work and supervised by the Director of Wellness, Culture & Action for twenty-five percent of work pertaining to Northstar.*

**Core Responsibilities:**

- Develop a business strategy to increase revenue from trainings
- Coordinate and oversee the day-to-day management of outreach, contracts, consultants, and training requests
- Ensure adequate pre and post consulting and follow-up with clients
- Supervise two Northstar program associates
- Create and maintain organizational systems for efficient information management, including client filing and invoicing
- Facilitate training when a consultant is unavailable
- Work closely with Executive Director and Director of Wellness, Culture and Action in creating and implementing development operation procedures, policies, and strategies that reflect organizational frameworks
- Prepare internal financial reports; participate in budget planning and management, as necessary
- Support and represent CFS at programs and events related to the organization's mission and vision
- Performs miscellaneous job-related duties as assigned. (i.e. fully participate in vision and planning and staff meetings.)

**Required Qualifications:**

- Experience in social justice organizing, movement building, and working with youth
- The position requires a highly motivated individual who is an expert at facilitating training for a diverse audience, including youth and adults
- Understanding an anti-oppression praxis, a healing justice framework, and youth development
- Ability to develop creative, thoughtful, and engaging training using popular education pedagogy rooted in Black liberation
- Exceptional customer service skills
- Highly organized, thorough, and detail-oriented
- Ability to manage several projects at once
- Willingness to self-direct and rapidly adjust to changing project priorities
- Demonstrated management skills

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

**Working Environment:**

This will be a hybrid position both onsite at Chicago Freedom School, with the opportunity to work from home virtually (subject to change). Must be comfortable working in partnership with youth and in a 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.

**Application Process:**

To apply, please submit a cover letter and resume to [operations@chicagofreedomschool.org](mailto:operations@chicagofreedomschool.org) with the subject line: Training Coordinator Application – [LAST NAME]

**The application deadline is May 17, 2021**, with an anticipated start date of June 15, 2021. Candidates will only be notified if they are moving forward with the application process. No phone calls please.