



**CHICAGO  
FREEDOM  
SCHOOL**

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

**Purpose of the Role:**

As Training Coordinator, you will lead the organization's fee-for-service training department, rooted in radical pedagogy and popular education. In partnership with the Executive Director, you will develop and implement the overall strategy for CFS' trainings, which includes engaging new clients while maintaining and supporting current clients and partners. Additionally, the Training Coordinator will develop and maintain training curricula; manage and lead training and program facilitation; conduct community outreach; implement evaluation tools; and manage contracted training consultants. The Training Coordinator will also manage CFS' youth facilitator training program, called Northstar, which trains young people to facilitate workshops on healing-centered youth development practices.

**Core Responsibilities:**

- Research, write and facilitate curricula rooted in radical pedagogy, popular education, anti-oppression practices, and healing-centered youth development
- Develop and implement a revenue-generating strategy for trainings rooted in equity
- Coordinate and oversee the day-to-day management of outreach, training requests, contracts, and consultants
- Ensure adequate preparation and post-training follow-up with partners and clients
- Coordinate the Northstar Liberatory Training Collective--participant recruitment, co-facilitators, curriculum design and implementation, program operations, and evaluation
- Supervise two part-time, temporary Northstar co-leads
- Create and maintain organizational systems for efficient information management, including client filing and invoicing
- 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:**

- The position requires a highly motivated individual who is an expert at facilitating training for a diverse audience, including youth and adults
- Experience in social justice organizing, movement building, and working with youth
- Knowledge of and experience with trauma-informed, healing centered practices
- Ability to develop creative, thoughtful, and engaging training using popular education pedagogy rooted in Black liberation
- Understanding an anti-oppression praxis, a healing justice framework, and youth development
- Experience in program development
- Exceptional communication and 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 is currently a hybrid position both on-site 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.

**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.

#### **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 November 5, 2021**, with an anticipated start date of December 15, 2021. Note: Candidates will only be notified if they are moving forward with the application process. No phone calls please.