



Training and Support Manager Position Description

Youth Outside advances racial justice and equity in the outdoor and environmental movement. We shift resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it.

Position Summary

Youth Outside's consultancy work is called Training and Support, and is one of five programs of Youth Outside. The Training and Support Manager is responsible for the ongoing management of our client portfolio and will join the Training and Support team in supporting clients with our suite of consultation services. Responsibilities include, but are not limited to, securing new client partnerships, maintaining new and existing relationships, managing contracts, tracking deliverables, and facilitating trainings about racial justice, equity, inclusion, and cultural relevancy. This position reports to the Youth Outside Director of Programs, and works closely with the Programs team.

In alignment with the position summary, special attention should be given to the following duties as critical responsibilities:

Client Partnerships

- Engage potential clients in discovery conversations to learn about their interests and provide early recommendations for services Youth Outside can provide them
- Work closely with the Operations Associate to formalize proposals, contracts, and additional partnership logistics
- Work closely with the Director of Programs and the Senior Program Manager to build out and track deliverable schedules for partnerships
- Work closely with the Operations Associate to track contracts and billing schedules
- Serve as Lead for a client load, including providing racial justice, equity, inclusion, and cultural relevancy consultation alone and/or in collaboration with another Youth Outside facilitator
- Support with on-boarding, training, and coaching additional facilitators as recruited
- With the Youth Outside team, contribute ideas for the development, implementation, and documentation of systems that can strengthen the organization's operations, in particular as it relates to streamlining processes for the Training and Support program
- Work closely with other managers & directors / leadership team to ensure timely, effective communication of programs and services on an ongoing basis
- Generate new consulting opportunities through community networking, client relations, and attending conferences

Consultant/Trainer

- Design and implement high-impact equity, inclusion, and cultural relevancy strategies by partnering with clients to develop effective strategies, tactics and tools for advancing their equity and inclusion goals.



- Provide consultation services including facilitation of trainings' offer of one-on-one and/or group coaching to members of client partner
- Conduct document review to assess opportunities to advance racial justice, equity, inclusion, cultural relevancy within the client organization; lead and/or assist in the creation of surveys and additional audit protocols
- Implement audit activities such as administer surveys, interview focus groups, and author findings and recommendations reports
- Participate in ongoing professional development that ensures the continued relevancy of the organization's internal and external approach to racial justice, equity, inclusion, and cultural relevancy
- Serve as a subject matter resource to Youth Outside staff, board members, and program alumni on matters related to the continued evolution of racial justice, equity, inclusion, and cultural relevancy work
- Create and implement equity-centric curriculum and training materials
- Support with facilitation of in-house programs as needed

Qualifications

- At least 3 years of program and curriculum development experience with a focus on racial justice, equity, and inclusion
- Ability to work in a highly collaborative work environment
- Ability to adjust and adapt readily to multiple demands, constituencies, and handle a diversity of projects simultaneously
- Strong English oral, written, and facilitation skills with the ability to create and hold a productive and brave space through difficult conversations, high emotions, and social justice themed curriculum
- Ability to effectively communicate the values and expectations of Youth Outside
- High attention to detail and experience using office management tools to stay organized
- Ability to take and give direction and feedback on a variety of topics
- Familiarity with software and tools such as Microsoft Suite, Google Suite, Zoom, and social media platforms

Preferred Qualifications

- Familiarity with the philanthropic sector, particularly relating to racial justice, equity, and inclusion
- Familiarity with the outdoor and environmental sector, particularly relating to racial justice, equity, and inclusion
- Comfortable with in-person and virtual methods of facilitation

Compensation and Benefits

Annual salary range: \$55,000-\$60,000



Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and financial support for individual professional development activities. Successful candidates also have the opportunity to join an employer-sponsored retirement plan.

This position is a full-time, salaried position. Our office is based in downtown Oakland, CA. Currently we are working from home and this will continue through 2020.

How To Apply

Please submit a resume, and an intentional cover letter, to Laura Rodriguez at laura@youthoutside.org with the subject: Training and Support Manager.

Youth Outside is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.