

Search Underway: Training and Resource Officer: Part-time, Everyday Democracy Hartford, Conn.

Everyday Democracy, a national leader in civic participation and community change, works to strengthen democracy in neighborhoods, towns, cities, states and the United States. It has more than 25 years of experience working with grassroots organizers and public officials to bring people together to talk about and work on critical public issues, all through a lens of racial equity. Everyday Democracy works with partners to build and strengthen a civic infrastructure in which public participation is welcoming and empowered.

Join a fun, mission-driven staff in a work culture where you, your ideas and your professional growth matter. Opportunities abound for challenging work, continued learning and collaborative problem solving. The organization values work-life balance and workplace flexibility. It has policies and benefits that support employees, including 100 percent coverage for employee's medical benefits, short- and long-term disability, generous vacation and leave time, a non-contributory retirement plan, and a 403(b) plan where employees contribute pretax dollars.

Position Summary:

The ideal candidate for this position will have 3-5 years of experience designing and developing curriculum for diverse audiences employing traditional and nontraditional learning methods, such as workshops, e-learning, mentoring, coaching, simulations, etc. The Training and Resource Officer is responsible for creating and maintaining all trainings, tools and other resources to support dialogues and community change work of Everyday Democracy's community partners, anchors, senior associates and network consultants. In addition, she/he has responsibility to develop a system to monitor and evaluate how well tools are used by the various audiences.

Success in this role calls for excellence and experience in:

- Instructional design and adult learning
- Facilitation and group process work
- Community change processes or community organizing
- Team collaboration
- Time management
- Conceptualizing a project, developing a project plan and executing the plan

Candidates must have a bachelor's degree in a relevant field such as political science, education, social work, psychology, or human resources. We will consider applicants who do not have a bachelor's degree if they have commensurate experience in instructional design/curriculum development for diverse audiences.

Most importantly, he/she should have a strong demonstrable commitment and experience working in organizations that focus on racial equity, inclusion, structural racism, or social justice. This position requires a deep understanding and work experience on issues of equity, especially structural racism. Knowledge of our dialogue to change process is preferred but not required. The role requires moderate travel – up to 30% of the time. More information about Everyday Democracy may be found at www.everyday-democracy.org.

We will start to consider resumes by February 15, 2018. Position opened until filled.

If you have the requisite credentials and experiences, please email a cover letter and resume to:

Francine Nichols, Director of Administration, Everyday Democracy, fnichols@everyday-democracy.org

Everyday Democracy believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity, age, physical ability, and veteran status. Everyday Democracy affirms publicly its moral and legal commitment to a policy of equal opportunity employment.