



Title: Training Senior Specialist	Reports to: Director of Capacity Building
Department: Capacity Building	Status: Full-time, Exempt

Who we are:

[Grounded Solutions Network](#) is a national nonprofit dedicated to shaping communities to be inclusive and filled with opportunity for all. Where we live matters. It determines what opportunities we have and how our kids grow up. Everyone should be able to live in a place that offers opportunity: access to jobs, parks, public transit, quality schools and stable homes. Strong and inclusive communities provide the foundation that people and families need to thrive. We promote homes that remain affordable for generations and enable our communities to be stable and strong, for good. We work nationally, supporting nonprofit and government practitioners, advocates, elected officials, and other housing professionals with the knowledge and support they need.

Grounded Solutions Network is committed to building a racially and culturally diverse team. We encourage candidates from all backgrounds to apply. We know that our work is empowered by a staff that is rich in diverse thoughts, perspectives, cultures and human identities.

About the Position:

We are looking for a creative and detail-oriented self-starter to join our team as the Training Senior Specialist who will oversee our annual national conference, [Intersections](#), and grow our training program's scale and impact. We are looking for someone who will make the training program their own by adopting an approach that challenges "business as usual" and learns from our organization's years of experience. Our work requires someone who can balance and incorporate many different perspectives into complicated, fast-paced processes. Success in this position requires both the ability to see the big picture and keep track of small details.

Key Responsibilities:

The Training Senior Specialist will oversee, manage, implement, evaluate and improve all aspects of the organization's training program with particular emphasis on ensuring and growing a successful annual conference. They will work closely with the Grounded Solutions Network capacity building staff and other internal teams, as well as with external trainers and content providers, in order to produce: (1) approximately 50 conference sessions, (2) a monthly e-learning series, and (3) on average three to four place-based trainings and/or convenings per year. The Training Senior Specialist will dedicate approximately 70% of their time to *Intersections*, 20% of their time to the e-learning series and place-based convenings and 10% of their time to other departmental or organizational priorities.

1. Propose and oversee a vision for the organization's training program, including the annual conference.

- Facilitate conversations that lead to an annual training program vision, work plan, timeline, budget and measurable outcomes.
- Facilitate an inclusive, equitable and efficient process for reviewing and setting the conference content.
- Develop a strategy for recruiting, supporting and retaining diverse trainers and conference presenters.
- Collect, analyze and report out on training evaluations, milestones and outcomes. Recommend and implement improvements.
- Collaborate with the Capacity Building Director to develop a growth plan that emphasizes sustainability.

2. Manage all aspects of the annual conference and training program.

- Coordinate the conference planning process and the conference team.
- Manage registration, logistics and technology support for all place-based convenings and e-learning sessions.
- Manage presenters including communicating critical information and collecting presentation materials, etc.
- Ensure that training records and curriculum files are well organized, complete and accessible.

- Respond to training requests and conduct needs assessments with potential clients.
- Oversee all training contracts, including contract execution, invoicing and payables.

3. Be a strong team member.

- Bring your best thinking, creativity and active listening techniques to staff meetings and retreats.
- Participate on internal staff committees and support inter-departmental efforts.
- Help shape a positive and inclusive organizational culture amongst staff and with external stakeholders.

Qualifications for Entry into this Position:

The ideal candidate will have extensive project management or coordination experience, some experience overseeing curricula development and training facilitation, a basic understanding of affordable housing development and the non-profit sector. The ideal candidate will have expertise or a commitment to developing content expertise in shared-equity homeownership.

Knowledge, skills and abilities

- Highly organized, detail oriented and collaborative. Able to keep colleagues on track and on budget.
- Able to work autonomously and in a virtual environment while managing a variety of projects simultaneously.
- Seeks opportunities to solicit and incorporate feedback so that projects and programs are constantly improving.
- Able to develop curriculum and facilitate training for adult learners in a professional setting.
- Proficient in MS Office suite of applications and willing to learn other technology tools.
- Enjoys helping others and demonstrates outstanding customer services skills with teammates and the public.
- Experience working in affordable housing or shared-equity homeownership is a plus.

Minimum education level

Bachelor degree preferred, HS diploma required.

Minimum prior job-related experience or training

3+ years of professional experience in a role demonstrating strong project visioning and management, organizational skills, and attention to detail, AND 1+ year of professional experience coordinating a training program or curriculum development. Applicants may come from an academic setting or have experience coordinating training programs for nonprofits, social service organizations, labor unions or the like. Previous experience working on conferences or complex events is a plus.

Location

The organization has a primary office in Oakland, CA but staff may be located anywhere in the contiguous 48 states. All staff are expected to demonstrate the ability to work remotely while maintaining high levels of efficiency and productivity and communicating effectively with their direct supervisor and colleagues.

Salary Range and Benefits

\$55k to \$65k annually, commensurate with experience

Travel required

Approximately 4-6 trips per year of out-of-state travel as needed to attend staff meetings, conference and other place-based trainings.

Join our team and build your career with us! We offer:

- Supportive, stimulating, and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- Competitive, comprehensive benefits package including health, dental, vision, matching 401k, and paid time off

How to Apply:

Please submit a cover letter and resume here: <https://form.jotform.com/73077982984172>

Applications will be reviewed on a rolling basis.