



Providence Student Union

Position Description: Training Organizer

Position Title: Training Organizer

Reports To: Organizing Director/Executive Director

Position Overview

Providence Student Union (PSU) is a youth-led organization that is building student power so that young people can improve their education and well-being. PSU seeks a Training Coordinator who is skilled, flexible, and devoted to our mission.

This position will build and lead the PSU Training Team, and coordinate PSU's overall efforts to develop its membership through trainings and workshops.

Essential Functions

Lead the PSU Training Team

Approximately 20% of time/effort

- Work with Basebuilding Organizer, Chapter Coordinator, and Delegates to recruit students for Training Team
- Facilitate regular Training Team meetings and distribute and monitor team tasks

Develop PSU trainings and workshops

Approximately 30% of time/effort

- Oversee development of the Member Orientation Training, in conjunction with PSU staff
- Oversee development of additional PSU trainings and workshops
- Develop a standardized training template and evaluation, in conjunction with PSU staff
- Oversee research to find new trainings and improve existing PSU trainings
- Prepare PSU trainings to be published and distributed online

Run PSU trainings and workshops

Approximately 50% of time/effort

- Support Training Team members to run specific trainings and workshops, including:
 - Addressing training logistics, e.g., scheduling, space, food, and materials
 - Recruitment for trainings
 - Preparing and managing post-training evaluations
- Facilitate, or assist in facilitating, PSU Orientation Training and other trainings as needed

Qualifications and Skills

Required

- Excellent facilitation, communication, and listening skills
- Fluency in multiple languages, especially English and Spanish
- Follow-through that inspires student confidence in PSU
- Attention to detail
- Travel to Providence high schools on occasion
- Flexible scheduling—including potential evenings and/or weekends
- Conformance with PSU policies, and ability to deal with confidential information and/or issues using discretion and judgment

Preferred

- Prior experience running workshops and trainings
- Prior experience working with, facilitating, or managing teams
- Have access to a car and ability to travel
- Experience using PSU's digital applications, including Airtable and Google Sheets, Trello, Google Docs, and Facebook

Supervisory Responsibilities

This position will recruit and supervise a PSU Training Team of at least 3 PSU members. This position will also work closely with the PSU Training Associate, should one be hired.

Compensation

Compensation is \$17.50 per hour. Up to 20 hours per week, this is a part-time position.

Application

Interested applicants should submit a resume and a cover letter using [this link](#).
Deadline July 10, 2019. Please include "Training Organizer" in the subject line.

Providence Student Union is a 501(c)(3) nonprofit organization and an equal opportunity, affirmative action employer. People of color, women, multilingual people, LGBTQQI people, differently-abled people, and longtime Providence, RI residents are encouraged to apply.

Date Approved: June 25, 2019
Last Reviewed: June 25, 2019