



November 2024

Posting Description
Program Development Specialist I
Facilitator-Trainer Position
Full Time – Non-Exempt - Salary Position

Position Summary

The Facilitator-Trainer position supports the YDNs organizational development capacity building activities. These team members establish and maintain excellent relationships with youth service providers, educators, and stakeholders to promote the asset-based and youth development approach and best practices. Main responsibilities include the coordination, management, and facilitation of YDN trainings, agency coaching, camps, and conferences. Overseeing marketing and administrative work related to assigned projects and other duties as assigned.

Essential Functions

- Raise awareness of and promote/market the asset -based and youth development approach to all stakeholders
- Coordinate, manage, and facilitate all aspects of events and activities associated with the main responsibilities, including working with Admin staff to ensure event logistics are taken care of (conferences, skill-based trainings, Youth Development Institute (YDI), and strengths-based trainings – camps and agency coaching)
- Support YDNs training team and help facilitate trainings as needed
- Work with Director to support evaluation of YDN/YDI work
- Coach agencies on how to integrate the YD approach into their organizational practices
- Marketing: in conjunction with YDN team, develop marketing materials and strategies for assigned projects, events, and trainings. Make public presentations and client presentations to market YDN services
- Design training plans and coaching technical assistance with YDN clients
- Develop curriculum to support in the delivery of skill-based trainings and other YDN related activities
- Integrate continuous improvement into work plans and projects
- Flexibility to attend and facilitate overnight, evening and weekend workshop/trainings/retreats
- Ideal candidates are available for travel and overnight assignments

Education, Experience & Skills Required

Bachelors-Degree from an accredited college or university plus 3 years experience running a youth program or training and coaching agencies in youth development, organizational development or strengths development

- Strong verbal, written communication and public speaking skills
- Experience facilitating groups, training others, coaching or organizational development work related to Youth Development and capacity/interest to learn YDN training curriculum (Youth Development Institute (YDI) training a plus)
- Ability to engage both youth and adults
- Ability to manage and organize with little direction multiple tasks, programs and projects and get results
- Ability to lead and facilitate collaborative relationships with diverse groups
- Ability to work independently and interdependently
- Knowledge of youth programs and organizational development preferred but not required
- Proficient on Mac and PC systems in Microsoft Office applications: MS Word, Excel & PowerPoint & Keynote
- Familiar with on-line platforms (Zoom, Mailchimp, Canva, Wordpress, Survey Monkey, Thinkific, Salesforce)
- Well organized with strong administrative and planning skills
- Bilingual candidates are strongly encouraged to apply



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Working Conditions:

- Portion of work is performed within a workstation–desk in an office environment and a portion of work is performed in training room environment with natural and artificial lighting.
- This position includes roles and responsibilities which can be completed outside of the typical office environment, offering the flexibility of remote location/work from home options.
- YDN supports an alternative hybrid work schedule that includes 4 / 10-hour days
- When performing some duties and trainings this position is exposed to the outdoors and elements of weather.
- This position has limited exposure to conditions such as dust, fumes, noise or odors.
- Frequent interruptions to planned work activities occur in this position.
- The individual in this position will be required to use their personal vehicle for work duties. YDN will reimburse mileage at the federal rate. Valid drivers license and vehicle insurance is required.
- The individual in this position will be required to use their personal cell phone for work duties. YDN will provide a small reimbursement stipend monthly.
- The roles and responsibilities of this position include travel and overnight assignments, including evenings and weekends.

Physical Requirements/abilities:

The physical requirements described here are representative of those that must be met within this position to successfully perform the essential functions of the job.

- Ability to maneuver 50lbs on an infrequent basis
- Ability to be mobile for intermittent periods of time and on a frequent basis
- Strength, dexterity, coordination and vision (or adaptive aids) to operate personal computer
- Ability to negotiate and manage workstation workspace
- Ability to communicate on a telephone, via electronic means and in person

Compensation:

- Competitive Annual Salary \$42,000 – non-exempt – full time position - 100% FTE
- Competitive benefits package offered includes 80% premium coverage for employee medical, dental and vision. Paid holidays, sick time and vacation time annually
- YDN supports an alternative hybrid work schedule that includes 4 / 10-hour days

Contact info: Youth Development Network (YDN) ATTN: Vicki Stockbridge-- vicki@ydnetwork.org
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Posted Position November 2024 – Job posting expires March 2025