Title: Program Coordinator - Professional Development and Training
Reports to: Senior Director of Professional Development and Training
Location: Emeryville, CA
Salary: $25-$30 per hour
Type: Part-time/hourly
Deadline: Open until filled. Qualified applicants will be screened and advanced on a rolling basis.

About Gender Spectrum

Gender Spectrum is a non-profit founded in 2006. We are a national leader focused on addressing issues related to children, youth and gender, with a mission to create a gender-inclusive world for all. To accomplish this, we help families, professionals and organizations increase understandings of gender and consider the implications that evolving views have for each of us.

Position Summary

As trusted experts in this field, we educate and train youth-related professionals. Last year alone we trained professionals who serve and support 33 million children and youth.

To address the growing demand for training, consultation and support related to youth and gender across the country, we conduct online and in-person trainings, webinars and other educational events for youth-serving professionals, including educators, medical and mental health providers, after-school program leaders and professionals in a range of social services and other fields. We are seeking a Program Coordinator to manage the administrative elements of the program, conduct outreach to partner and potential client organizations, and evaluate program outcomes. Over time, depending on fit and growth, the Program Coordinator position may grow into a full-time Program Manager role that also provides training and facilitation services as part of a small team.

Key Areas of Responsibility

**Coordination of Professional Development Logistics**
- Serve as initial point of contact for all professional development and related inquiries
- Coordinate logistics with client organizations regarding trainings, including developing proposals, handling pre- and post-training communications, tracking invoices and managing the client database
- Accurately maintain program and client information, ensuring the confidentiality and security of data as appropriate
- Coordinate with external evaluator and CDEP program lead to ensure that pre-training surveys and training evaluations are completed and added to assessment data
Follow up post-training to advise clients on additional trainings and resources.

- Manage Professional Development and Training calendar, including scheduling trainings and events coordinating with other members of the organization as needed.

**Support and Contribute to Professional Development Outreach Efforts**

- Collaborate with Gender Spectrum colleagues to develop and maintain communication materials for Professional Development and Training offerings, including website content, handouts and other resources.
- Identify potential clients for training and other professional development opportunities by networking with partners especially in regions with upcoming events and opportunities to ensure participation by all relevant constituent groups.
- Facilitate online professional development information sessions for potential clients seeking to learn more about our services.

**Potential Additional Responsibilities (Depending on fit and desire for growth)**

- Co-facilitate and/or lead Professional Development events, including half-day, day-long and multi-day trainings, regional events for professionals.
- Assist with developing professional symposia to provide basic and advanced understandings of gender with the application of principles in specific youth-related fields.
- Create, identify and share resources with clients and partners that address gender-related issues.
- Develop online programming relevant to various professional fields, both for Gender Spectrum-related events and in collaboration with partners.
- Perform outreach to potential partners in relevant professional areas in order to meet Gender Spectrum’s strategic objectives.
- Capture and communicate best practices for ongoing organizational learning and improvement and share relevant practices with clients as appropriate.
- Represent the organization in various professional contexts, including conference presentations, partner meetings, advisory roles and events.

Duties and responsibilities may change as required to meet evolving organizational needs.

**Essential Qualities, Skills and Experience**

**Qualities**

In addition to the skills and experience listed below, there are a number of qualities that, over time, we have seen have a tremendous impact on a team member’s success at Gender Spectrum, regardless of their position. They are:
- Passion for the mission and vision of the organization;
- Reflection on one’s own experiences of and ideas about gender;
- Cultural competence and self-reflection in increasing understandings of the effects of race, class, ethnicity, faith, and other issues of self in our society and applying this understanding to intersectional perspectives related to our work as an organization; and
- A desire and ability to meet others where they are, without judgment, in order to help them achieve their goals.

**Key Skills**

The position requires the ability to:

- Manage multiple projects effectively through the use of strong organizational skills
- Demonstrate a keen attention to detail
- Understand and readily access specific structure, content and purposes of Gender Spectrum PD offerings
- Proactively understand and address the needs of our clients and partners
- Communicate effectively in written and spoken English. Additional languages highly valued.
- Define, communicate and measure success criteria
- Engage a variety of individuals in a clear, compelling, and authentic manner
- Communicate and present ideas with credibility, humility, and tact
- Tailor messaging to the audience and maintain professionalism in speaking and writing
- Foster a safe and inclusive space for conversation and mutual understanding
- Integrate new perspectives and emerging understandings about gender into various aspects of professional duties
- Learn from others and translate that learning into best practices that can be communicated both internally within the organization and externally to those we work with

The position also requires a willingness to work a flexible schedule, including some evenings, weekends and travel.

**Experience**

**Required**

- Bachelor’s degree or equivalent work experience 2 years of relevant experience in a non-profit setting is highly desirable.
- Project management experience working with complex timelines and variables
- Effective use of Microsoft Office programs (Excel, PowerPoint and Word) and Google G-Suite products
Experience in the use of Salesforce, including general care/cleaning of data and report-building

Desired
- Experience with program evaluation
- Experience in coordinating and facilitating trainings and other professional events
- Experience creating training materials, tools and resources using a variety of platforms
- Fluency in languages other than English, especially Spanish and/or Mandarin/Cantonese

To Apply

We strongly encourage people of color, transgender and non-binary people to apply. Gender Spectrum is an equal opportunity employer and welcomes everyone to join our team. Please send a cover letter and resume to: info@genderspectrum.org. If possible, please use PDF formatting and send both items as a single document. Thank you for taking the time to explore possibilities with us!

Note: Due to the high volume of applications we receive, we will not be able to contact you unless you are being invited for an interview.