

## Position Description

### Capacity Building Training Specialist

<b>TITLE:</b>	<b>Capacity Building Training Specialist</b>
<b>SUPERVISOR:</b>	<b>Training Coordinator</b>
<b>PURPOSE:</b>	The David P. Weikart Center for Youth Program Quality, a division of the Forum for Youth Investment, seeks a Capacity Building Training Specialist for its Ypsilanti, MI office. The Specialist will manage the delivery of training and technical assistance to the Weikart Center's national client base of out-of-school time (OST) systems. Key responsibilities will include: (a) managing all aspects – from project design to logistics to delivery -- of the Weikart Center's core capacity-building curricula (e.g., Training of Trainers (TOT) courses) and other routine trainings; (b) facilitating the development of an active national learning community organized around the Weikart Center's quality improvement content and training methods; (c) supporting the development of new and ongoing improvement of existing training and technical assistance products and services and (d) delivering training for strategic projects or clients.

### Organization & Background

**The Forum for Youth Investment** is a nonprofit, nonpartisan "action tank" dedicated to helping communities and the nation make sure all young people are Ready by 21®: ready for college, work and life. Informed by rigorous research and practical experience, the Forum forges innovative ideas, strategies and partnerships to strengthen solutions for young people and those who care about them. A trusted resource for policy makers, advocates, researchers and program professionals, the Forum provides youth and adult leaders with the information, connections and tools they need to create greater opportunities and outcomes for young people. The core work of the Forum is helping leaders, organizations, partnerships and systems – at the local, state and national levels – assess, improve and align their practices and policies.

The **David P. Weikart Center for Youth Program Quality** is the largest of the Forum's centers, projects and networks. The Weikart Center is a fast-paced, dynamic unit that pursues an ambitious and strategic agenda of research, design, and demonstration. The Weikart Center's mission is to support public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development to improve social sector outcomes. Weikart's research-based core products and services are currently used in over 4,000 out-of-school time settings nationally and form the basis for quality improvement systems in over 105 publicly and privately funded systems. For more information visit [www.cypq.org](http://www.cypq.org). The Weikart Center's groundbreaking work in program quality and continuous improvement undergirds the Forum's deeply-rooted commitment to positive youth development policies and practices.

The Forum is a thriving organization with an annual budget of approximately \$8.16 million and more than 45 staff. While the Forum overall is funded by a mix of foundations and corporations with a growing fee-for-service contract base, the Weikart Center's \$4.2 million budget is funded predominantly (80+%) by fee-for-service contracts. For more information, please visit <http://www.forumfyi.org/>

## Position Responsibilities

- **Capacity Building Training Coordination:** Promote the use and support the delivery of the Weikart Center's most comprehensive capacity-building products, especially to audiences outside of its current client base: the Youth Work Methods Training of Trainers (TOT), Youth Work Management Training of Trainers (TOT), External Assessor Reliability Training, Coaching for Continuous Improvement, and Summer Learning Assessor-Coach courses. The Training Specialist is expected to assess demand for, schedule, market, and facilitate the delivery of a full calendar of regional capacity building courses each year, and manage relevant back-office processes conducted by the logistics team (e.g., contracting, record-keeping, invoicing, etc.). The Training Specialist will facilitate at least one capacity building training each year, as well as promote interaction among the learning community of capacity building training graduates by coordinating and delivering distance learning opportunities (e.g. webinars, conference calls, social networking, etc.) to engage with and support effective dissemination of Weikart Center ideas and methods to the OST field. *(60% FTE, travel approximately 5%)*
- **Training Development:** Working directly with the Weikart Center's Field Services, National Advancement and Product Development Teams, and external stakeholders/clients to:
  - a. Improve existing training, technical assistance and coaching protocols; and
  - b. Create new, aligned, market-ready materials and services (e.g., training guidebooks, distance learning content, video-based coaching, TOT re-certification, etc.);*(30% FTE, travel approximately 5%)*
- **Field Consultant Support:** Under the supervision of the Training Coordinator, provide support to a national network of Weikart Center-certified field consultants. This may include co-training with new consultants, supporting the annual performance management cycle, and communications. *(10% FTE, travel approximately 2%)*
- Other duties as assigned.

## Performance/Character Requirements

The successful applicant will be a highly motivated, organized and client-focused person with strong knowledge of youth development best practices, direct experience with out-of-school-time professionals, and extensive experience providing and/or managing provision of training and technical assistance in the human service or education fields. Superior communication skills and project management experience are also desired. Initiative, intellectual curiosity, creativity, reliability, flexibility, discretion, thoroughness, accuracy and a commitment to the Weikart Center's mission are critical. Travel is approximately 10-15% time (subject to change depending on organizational needs).

## Qualifications

A Bachelor's degree in Education, Social Work, Youth Development, or Public Administration (Master's degree strongly preferred) and experience in the out-of-school sector as a youth worker, program manager, or trainer/consultant are required.

In addition, the successful candidate will:

- Have direct experience with the YPQI services and process, including completion of Youth Work Methods and Management TOTs, involvement in team-based self-assessment using the PQA, and improvement planning with PQA data.
- Possess working knowledge of child, adolescent and adult development theory and experience programming for diverse populations and learning styles.

- Have a strong track record of delivering training and technical assistance, including data-driven planning content, to teachers, youth workers, OST program managers and/or related human service audiences.
- Have experience supporting organizational and program improvement efforts in school-day or OST settings.
- Have experience managing a group of trainers.
- Have project management experience, particularly in the area of delivering training and technical assistance to system-level out-of-school time clients.
- Be familiar with and/or implementing adult learning experiences for youth work professionals.
- Be familiar with a variety of technologies, including the advanced features of Outlook, Excel, Word, and PowerPoint, as well as marketing and communication products such as Constant Contact, GoToMeeting, Zoom, ReadyTalk, and social networking applications.
- Exhibit excellent verbal and written communications skills.

## Working Environment

Flexibility is required to adapt to the dynamic work environment of a small non-profit research and consulting organization that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position. The Training Specialist will be based out of the Weikart Center's Ypsilanti, MI office.

## Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.

Please send resume and cover letter with salary requirements to: [jobs@cypq.org](mailto:jobs@cypq.org). Applications will be reviewed on a rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.