

Futures Facilitator / Trainer Job Description

Futures is a 3-State initiative (WA, ID, OR) with a goal to establish a common story and language that bring clarity to the work of Community Action and more meaningful results to share with stakeholders and funders. This vision was launched in 2014, and today includes a capacity building element that equips CAAs in the 3 states to integrate Futures into their operational systems. To promote the integration of this work, the Futures Steering Committee is hiring a trainer / facilitator to support the capacity building work with the following objectives:

1. Secure 50% (27) of all CAP Agencies (in WA, OR, ID) to fully adopt the Futures 13 Dimensions of Poverty, with 5-10 CAP agencies engaged in the first 3-6 months of Phase 2 of the pilot.
2. CAA Executive Directors are engaged in the integration of the 13 Dimensions and its Indicators, as well as the support of a Continuous Improvement training program for their staff.
3. Learning Communities are established and maintained for both executive directors and CAP agency "data" staff, which includes Executive Directors leading the integration of the 13 Dimensions and Indicators and the Continuous Improvement Program
4. Futures Steering Committee researches and adopts Theory of Change Community Indicators.
5. Futures Continuous Improvement Training is offered to new and existing CAAs in all 3 states.
6. Training is refined on a periodic basis (based on CAA staff feedback), and a technical assistance structure is developed and aligned with the Learning Community activities

Job Responsibilities:

Assist with the communication of Futures to local, regional and national audiences

1. Assist Steering Committee with the development and facilitation of a Futures communications workgroup.
2. Assist with the developing of presentation content for all webinars and conference workshops.
3. Deliver, as needed, webinars and presentations of Futures.
4. Produce and disseminate progress reports on the Futures project.
5. Support Futures Steering Committee in all communications with the National CAP Association.

Coordinate the Adoption of Futures TOC Community Indicators

1. Assist the Futures Steering Committee to Identify and adopt model community indicators that align with the Futures TOC "equipping people to exit poverty."
2. Support the testing of the Community Indicators.
3. Integrate the use of Futures Community Indicators in the Futures training program.
4. Assist the Futures Steering Committee with partnership development and management.

Manage Futures Training Program

1. Assist Futures Steering Committee with development and facilitation of a pilot work group.
2. Manage and refine content for the Futures Continuous Learning Program.
3. Develop and facilitate the CAP Learning Community (for data staff), includes creating an online platform to support technical assistance activities.
4. Engage Cohort 1 to continue refining the Continuous Learning Program and continued integration of Futures TOC Indicators.

5. Identify and engage Cohort 2 in the Futures training program.
6. Develop and manage program evaluation to ensure ongoing refinement of training content and technical assistance.

Employment Qualifications:

Prior participation in the Futures pilot

Professional and Technical Competencies:

1. Understanding of the Futures Theory of Change 13 Dimensions, knowledge of goals and objectives related to Results Oriented Management and Accountability (ROMA) and National Performance Indicators data reporting and outcomes
2. Demonstrated ability to lead planning and facilitation of diverse groups
3. Prior knowledge and participation in Community Action Agencies and National CAP engagement
4. Ability to analyze data, generate reports and develop evaluative tools
5. Experience and/or demonstrated ability to develop an online learning platform and provide technical assistance
6. Understanding of program and project evaluation, process and outcome evaluation
7. Excellent verbal and communication skills: candidate must possess the ability to develop positive relationships with community partners/agencies, ability to engage executive leadership

Valid driver's license. Ability to travel 50% of the time to various sites including WA, Oregon and Idaho.

Ability to speak at national and regional conferences.

Position Requirement

This is a contract position, with an 18-month agreement, starting at 20 hours a week. A 3-month assessment of the position and candidate will be conducted. Adjustments will be made based on results of candidate fit and demand assessment.

Salary: DOE

Start Date: August 28, 2017