



## **Latinx Trainer/Facilitator**

### **Job Description**

Updated May 2022

**Exempt Employee (.75 - 1.0 FTE)**

**Hiring Range: \$45,000 - \$55,000**

**Reports to the Director of Economic Vitality Services**

#### **Job Purpose**

RDI is seeking a bi-lingual, bi-cultural program trainer and facilitator to support our growing suite of Latinx services as part of our work to build more resilient, equitable and thriving rural economies in the Pacific Northwest. RDI's Latinx services include Pasos al Éxito (Steps to Success), a Spanish-language program that provides rural training, tools, coaching, and connection to resources needed for the development of small, locally owned enterprises. RDI has recently created two additional specialized programs to support food and childcare business development, and we see opportunities for other sector specific programs as well. In addition, this position may support our Spanish language grant writing training, as well as our rural community leadership trainings in diverse communities.

RDI's program managers act as liaisons, coordinators, delivery leads, and as a primary community contact to assess needs and opportunities for the development of proposals in their given program area(s). The position includes a range of responsibilities from program design to budgeting, stakeholder relations, facilitation, and small business and entrepreneur support and referrals.

#### **Specific Duties**

RDI Program Managers contribute to RDI's mission and strategic plan and the development of resilient, equitable and thriving rural economies through the following activities:

- The delivery of trainings in Spanish on financial literacy, starting a business, grant writing, and other topics to rural Latinx communities.
- Providing immediate support and referrals to rural Latinx entrepreneurs and small businesses.
- Developing partnerships with culturally specific organizations (i.e. Tribal, Latino, Youth, low income) to seek mutual resources and work, and effectively serve people of all culture.
- Effective communication with participants, stakeholders, community leaders, in RDI's service region.
- The assessment of needs and opportunities in rural communities within the Pacific Northwest to market and advance RDI's community and economic development services.
- Working with colleagues and partners to design new and existing Spanish language programs.
- Identifying resources, creating funding plans, and generate funding proposals that support RDI's Latinx programs in partnership with RDI's fund development team.
- The establishment and maintenance of working relationships with key partners and relevant government and funding organizations throughout the Pacific Northwest.



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#### Key Qualifications and Skills

- A bachelor degree in business administration, economics, community development, or a related field. A master's degree is preferred.
- Bilingual (English/Spanish) with the ability to communicate effectively in oral and written form.
- Bi-cultural competency with demonstrated work experience with people and organizations from the Latino culture.
- Understanding of basic business principles and practices, and preferably direct experience coaching, training and facilitating small businesses and entrepreneurs.
- An understanding of the opportunities and challenges facing rural communities and a passion for work that results in vital rural economies is preferred.
- Self-starter with a high level of initiative, follow-up skills, and attention to detail.
- Strong facilitation, training, project management, coaching, and mentoring skills.
- Demonstrated ability to work effectively and respectfully with a diverse array of community members and stakeholders, including volunteers, grassroots leaders, entrepreneurs, policymakers, non-profit, and public sector leaders.
- Experience in community outreach and public participation processes showing a high level of cultural responsiveness with the ability to communicate effectively with individuals from diverse backgrounds and cultures, particularly among Tribal and Latino populations.
- Proactive problem solver and self-starter with a high level of initiative and follow-up skills.
- Ability to assign, monitor, and comply with project schedules, budget, and quality standards.
- Strong team leadership and team building skills. Ability to motivate team members and facilitate effective and productive communication among staff as appropriate.
- Flexibility to respond and change, as needed, to meet the requirements of local communities.
- Strong personal and verbal skills: a professional and friendly communication style, polite and polished in person, on the phone, and in writing.
- Proficient with Microsoft office: Outlook, Word, Excel, PowerPoint, and savvy with the internet.

#### General Duties and Qualifications

- Maintain RDI's core organizational competencies and follow RDI's financial project management guidelines as outlined in the employee handbook.
- Embrace and support RDI's efforts to advance diversity, equity and inclusion within our organization, programs, and service delivery.
- Contribute to a diverse, collaborative and welcoming team environment by treating others with respect, valuing their uniqueness and promoting inclusion and cultural responsiveness.
- Work as part of a team to evaluate existing efforts, identify emerging trends, innovate and design RDI services, and strengthen RDI's mission overall.
- Performs other duties as assigned.

#### Work Environment



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- This position typically works out of a home office.
- The location of this position is somewhat flexible within Oregon and Washington, with a preference for location in northwestern Oregon, along the I-5 corridor as far south as Linn County or along I-84 corridor as far east as Umatilla County.
- Hours include evening and weekend work; typically, one evening per week and one weekend per month on average.
- Significant travel, primarily in Pacific NW, reliable transportation, and clean driving record is required.
- Mandatory attendance at staff meetings, strategic planning events and RDI’s main conference.
- Compliance with our Youth Protection Policy, which will include background screening.
- Occasional work in other regions or out of state may occur.
- May require the ability to bend, push, pull, grasp, and lift up to 30 pounds.

### What We Offer

- A robust defined benefit package providing health, vision, and dental insurance
- AAA membership
- Company contribution to a 401K account (after six months)
- Generous Paid Time Off (PTO) policy and ten paid holiday

### Application Process

<p>Deadline for application to be received is <b>8 AM on June 15, 2022.</b></p> <p>Please submit:</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume</li> </ul> <p>(Incomplete applications will not be considered.)</p>	<p>Email to: <a href="mailto:hr@rdiinc.org">hr@rdiinc.org</a></p> <p>Mail to:</p> <p>Human Resources Rural Development Initiatives Inc. 91017 S. Willamette Street Coburg, OR 97408</p>
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RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. RDI strongly encourages applications from people with these identities or who are members of other marginalized communities to ensure that all are given every opportunity to succeed.

