



## **Bilingual Leadership Trainer**

### **Job Description**

Updated April 2023

**Exempt Employee (1.0 FTE)**

**Hiring Range: \$45,000-\$55,000 (full range 45K-65K)**

**Reports to: Leadership Services Business Manager**

#### **Job Purpose**

RDI is seeking a bilingual, bicultural program trainer to support our growing suite of Leadership and Latino Services as part of our work to build more resilient, equitable, and thriving rural economies in the Pacific Northwest. RDI's Leadership Services include our flagship Rural Community Leadership Program, a program that builds collaboration, collective action, and fundamental skills connecting a critical mass of emerging and existing local leaders. In addition, this position may support our Spanish language programs in diverse communities.

This position has a range of hands-on responsibilities that include the delivery of programs, coordinating program logistics, conducting community outreach, building and maintaining community relationships, and acting as a primary community contact.

#### **Specific Duties**

This position contributes to RDI's mission and strategic plan and the development of resilient, equitable, and thriving rural economies through the following activities:

- Deliver and facilitate interactive, experiential training sessions in English and/or Spanish.
- Participate in community outreach and engagement efforts.
- Create effective recruitment strategies that engage diverse community members to participate in services and events.
- Oversee and coordinate program logistics: preparing and assembling materials; securing food, childcare, and facilities; communicating with participants; and scheduling.
- Develop partnerships with culturally specific organizations (i.e. Latino, Youth, low income) to seek mutual resources and work, and effectively serve diverse populations.
- Conduct and maintain programmatic evaluation plans for reporting requirements including tracking participant information, outcomes, participants' feedback, and program adaptations.
- Develop and maintain mutually trusting and respectful relationships with volunteers, participants, stakeholders, community leaders, other staff members, key partners, and relevant government organizations throughout the Pacific Northwest.



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### **Key Qualifications and Skills**

- Self-starter with a high level of initiative, follow-up skills, and attention to detail.
- Entrepreneurial and creative spirit with demonstrated flexibility and abilities to adapt to change.
- Bilingual (English/Spanish) with the ability to communicate effectively in oral and written form.
- Bicultural competency with demonstrated work experience with people and organizations from the Latino culture.
- Strong facilitation, training, project management, coaching, and mentoring skills.
- An understanding of the opportunities and challenges facing rural communities and a passion for work that results in vital rural economies is preferred.
- 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 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 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.
- A bachelor's degree in an area related to economic and community development, or two years of experience in a related field.

### **General Duties and Qualifications**

- 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.
- Maintain RDI's core organizational competencies and follow RDI's financial guidelines.
- 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.



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### Work Environment

- The location of this position is flexible, but proximity to Eastern Washington or Northeastern Oregon is preferred. A home office setting is required.
- Significant travel is required throughout the Pacific Northwest. Reliable transportation and proximity to an airport or major highway is required.
- Hours often include evening and weekend work. Work hours during the week may be modified to balance workload.
- Duties may occasionally require long days to meet project deadlines.
- Must be able to comply with our Youth Protection Policy including background screening.
- May require the ability to bend, push, pull, grasp, and lift up to 30 pounds.

### What We Offer

- A 36-hour workweek and a flexible schedule within established hours of operation
- A robust benefit package providing health, vision, and dental insurance
- Company contribution to 401K account (after six months)
- Generous Paid Time Off (PTO) policy and eleven paid holidays
- AAA plus membership
- Financial support for home office set up and monthly phone and internet stipends
- Three-month sabbatical after ten years of service

### Application Process

Deadline for applications is **8 am, May 9, 2023**. Position is open until filled.

Please submit:

- **Cover letter** (1 page maximum) clearly outlining the specific skills and knowledge you bring to the job.
- **Resume** detailing relevant experience, work history, education, and accomplishments.
- RDI will ask final round interviewees to provide three references. Not required at initial submission.

*RDI will not consider incomplete applications.*

Email: [hr@rdiinc.org](mailto:hr@rdiinc.org)

Mail: Human Resources

Rural Development Initiatives Inc., 91017 S Willamette Street, Coburg, OR 97408

*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. We strongly encourage applications from people with these identities or who are members of other marginalized communities.*