



Bilingual Training Associate

Job Description

Updated May 2023

Exempt Employee (1.0 FTE)

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

Reports to: Leadership Services Business Manager

Job Purpose

RDI is seeking a Bilingual Training Associate 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.

Don't check every qualification listed? Please apply anyway! Studies have shown that traditionally marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification - even if they might be a great fit for the role! If you're excited about this opportunity but your past experience doesn't align perfectly with every single qualification in the job description, we encourage you to still consider applying.

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:

- Co-deliver and co-facilitate interactive, experiential training sessions in English and/or Spanish.
- Participate in and contribute to effective community outreach, recruitment, and engagement efforts that engage diverse community members to participate in services and events.
- Coordinate program logistics: preparing and assembling materials; securing food, childcare, and facilities; communicating with participants; and scheduling.
- Conduct and retain 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 culturally specific organizations, 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

- An understanding of the opportunities and challenges facing rural communities and a passion for work that results in vital rural economies is preferred.
- Capable and creative spirit with a high level of initiative, follow-up skills, and attention to detail.
- 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 cultures.
- 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 facilitation, project management, community outreach, and mentoring.
- Ability to 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.
- Two years of experience in community based work, community & economy development, or working with adult learners.

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.

NOTE: This is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of RDI are expected to perform tasks as assigned by supervisory/ management personnel, regardless of job title or routine job duties. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.



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Work Environment

- This is a remote position located in the Pacific Northwest and requires a home office setting. Some work will be performed in community meeting spaces.
- 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.
- 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
- On the job training along with ongoing professional development
- 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

Position is open until filled. Priority will be given to applications received **by May 17, 2023.**

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.

Email: 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.