



## Position Description

### Training Program Associate

David P. Weikart Center for Youth Program Quality

The Forum for Youth Investment

**FULL TITLE:** Training Program Associate

**SUPERVISOR:** Director of Design & Innovation

**PURPOSE:** The Training Program Associate is a pivotal member of the Forum's Training & Coaching team, coordinating the systems, activities, and people necessary for the successful implementation the Forum's Weikart Center training and coaching models for youth serving systems. The associate will work closely with other team members to set up and maintain training calendars and training project plans; coordinate facilities, materials, and other logistics; schedule and create contracts for consultants and tech assistants; track trainer candidates, assessors, and other participants; provide routine information to clients about training models and scheduled events; field requests from and create scopes of work for new and occasional clients via online store, online inquiries, waitlists; and support staff with client auditing and billing for training delivery.

**SALARY:** 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. The starting salary for this position is targeted between \$36,400 - \$50,000 based upon knowledge, skills, experience, and geographic location, with a comprehensive benefits package.

## Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum is working to advance racial equity in youth serving systems, bridging that work with our internal Diversity, Equity, and Inclusion initiatives. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit [forumfyi.org](http://forumfyi.org).

In 2008, the Forum created the **David P. Weikart Center for Youth Program Quality** to strengthen programs and adult practice by building the capacity of public and private agencies to implement quality improvement and performance systems that simultaneously foster professional learning and whole-child development. The Weikart Center's research-based core products and services are currently used in over

4,500 out-of-school time settings nationally and form the basis for quality improvement systems in over 140 publicly and privately funded systems. The Weikart Center helps youth-serving systems build the safe, supportive, interactive, and engaging environments that are foundational to youth development. From data-driven tools to expert trainings, we equip leaders who serve young people with the positive youth development and SEL-informed resources they need to create a culture of continuous improvement for staff and for youth.

## Position Responsibilities

The Training Program Associate is a critical contributor to the Forum's Training & Coaching function and will support training and coaching services within the Forum's Weikart Center for Youth Program Quality. Leveraging their excellent organizational skills and ability to collaborate effectively with colleagues and external stakeholders, the data associate will support training design and delivery in support of equitable continuous improvement systems that advance positive youth development. This role is a good fit for someone who has strong attention to detail and is eager to grow their skills in the context of a team.

### (1) Coordination of Training Development Projects & Delivery Models

- Develop timelines and monitor progress on training design projects and associated tasks
- Create and update annual calendar for delivery of Weikart-hosted training events
- Coordinate logistics for in-person and online training events and related follow-up, including venue, catering, Zoom meeting set-up
- Prepare and coordinate shipments of training materials and other materials orders, as well as orders from the online store, with accurate record keeping
- Coordinate work assignments related to training delivery, including contracting our pool of field consultants to lead workshops, and tech assistants to support delivery of virtual workshops

### (2) Training Delivery System Implementation & Maintenance

- Support client relationship managers by enrolling training participants from Weikart Center clients into workshops, as outlined in project plans
- Support scheduling of training prep calls with trainers/coaches and clients
- Track registration, participation, and waitlists for training programs, as well as certifications and endorsements of training participants, as appropriate
- Support contracting and invoicing processes through coordination and communication of audit and billing schedules with the finance and operations team

### (3) Communication & Support for Clients to Build Capacity for CQI Implementation

- Maintain positive client relationships and communicate effectively with Forum clients, partners, and internal staff

- Coordinate communication for outreach and marketing of open training opportunities and technical assistance to the field
  - Provide routine updates/information about training and coaching opportunities to clients, and answers questions as they arise
  - Field requests from new and occasional clients via online store, email inquiries, and other referrals, setting goals and creating scopes of work for requested services
- (4) Assumes responsibility for **other projects and new assignments** related to the scope of this role. Contributes to unit and organization-wide priorities and special projects as appropriate.

### Performance/Character Requirements

We are looking for colleagues eager to be on a career path that involves continuous learning and growth. Team members across all levels of the Forum engage with one another and foster the development of others to achieve a high level of competency in these characteristics and leadership qualities:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.
- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.

- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, a determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your peers, colleagues, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and teams and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

## Qualifications

An associate degree and 2 or more years of work experience providing administrative support for programs is required. Preference for candidates with experience and/or education in youth development, social work, education, or related fields

In addition, the successful candidate will:

- Demonstrate superior administrative, organizational, detail-oriented, and logistical skills with experience in and a passion for the youth development field.
- Be proficient with a variety of technologies, including the advanced features of Office 365, as well as Adobe, Zoom, and web-based applications.
- Have direct experience in coordinating team-based projects, and the ability to identify challenges and propose solutions to advance to successfully meet collective goals.
- Possess knowledge of the Weikart Center's Youth Program Quality Assessment, Youth Program Quality Intervention, social and emotional learning resources, and/or low-stakes quality improvement policies and systems

*This is not an exhaustive list of all responsibilities, duties, skills, efforts, or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time*

## Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Ability to lead and advise on change management initiatives is essential. The Forum’s Weikart Center team transitioned to be fully remote during the COVID-19 pandemic and is hiring staff to join our fully remote team. Occasional travel is expected for in-person team meetings and client/partner meetings (estimated 5-10% time).

## How to Apply

Please send resume and cover letter to: [jobs@forumfyi.org](mailto:jobs@forumfyi.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.

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*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, gender identity, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*