

## Co-Director of Training & Consultation



*Facilitating honest dialogue to resolve conflict and advance racial and social justice.*

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**Status:** Exempt, 1.0 FTE

**Compensation:** \$60,000

**Benefits:** Medical, dental, flexible hours, paid leave (and encouragement to use it) - please see below for more details on schedule and benefits

**Start Date:** Immediate

**Application Instructions:** See below

### **Position Summary:**

For the past 7 years, RNW's Training and Consultation team has been expanding our fee-based work in racial equity training and consulting within organizational systems, primarily non profits and public agencies. Occasionally, we also partner on projects with our Restorative Justice and Mediation teammates.

The Training and Consultation program is looking for someone to join our team in February 2022. You'll join the other two Co-Directors to set direction for the program, support one another to survive and thrive in the work, and provide services to clients and community. You'll also collaborate with the other 8 or so Co-Directors and RNW's rotating Governance Director to provide leadership for the organization, in solidarity with a few non-Director staff.

Currently, all of our services to clients are offered virtually; however, this will change when our team feels able to work safely in person. Candidates will need to either live in Portland, Oregon or be ready to move to Portland shortly after their hire date. Please be aware that Resolutions Northwest is not currently able to offer moving stipends.

## **Our Theory of Change:**

While all our teams at RNW share a set of values and overlap on many strategies, each has a unique approach. In the Training and Consultation team, our target audience includes individuals and organizations that already believe racism is real and are invested in shifting their outcomes toward racial justice. (In full transparency, however, we do at times work with clients who are more resistant or less ready than we, or they, might wish.) For each client, we create a unique package that may include an assessment, a list of recommended actions, executive coaching, affinity / learning group facilitation, training, facilitated discussion, and/or flexible consultation. In all our work, the Training and Consultation Team strives to:

- Keep race on the table (with anti-Blackness, colonialism, and intersectionality).
- Center those most impacted by racism and intersecting oppressions.
- Focus on outcomes, not intentions.
- Shift systems and shift behavior, understanding that hearts and minds will follow.

We are looking for folks who have experience engaging with groups in ways that center the most impacted folks in the room. **Formal education is not required**, and those who do not hold a degree are encouraged to apply.

A foundational component of our work is to hold affinity spaces for Black, Indigenous and People of Color (and learning spaces for white people and for white presenting folks with multi-ethnic backgrounds) from a lived experiences perspective. **Folks who hold these lived experiences are strongly encouraged to apply.**

## **RNW's organizational structure:**

Resolutions Northwest has recently undergone a structural change. We are continuing to push toward new possibilities while working quite effectively with the structure we've built so far. As an organization, we are committed and open to experimenting with different frameworks that center organizational equity, restorative practice and equitable conflict resolution.

Until December 2019, RNW had a typical hierarchical structure with staff, managers, and an executive director. Our new structure attempts to place power in the hands of those who are most impacted: thus, decisions impacting all staff are made by all our Co-Directors, with participation by any non-Director staff who wish to be included. Other decisions are delegated to teams, organizational committees, or individuals. Co-Directors share in the work of running the organization (building a healthy working

environment, drafting the budget, developing policies, ensuring contract compliance, etc.). Programs receive lots of support from our strong administrative and marketing teams. A rotating position of Governance Director takes on some of the formal roles still required, such as signing documents, and ensures that we are coordinating with our Board of Directors and knitting together all our organizational responsibilities.

We have two main committees (Budget & Human Connections) and several smaller committees or work groups. Full-time Co-Directors participate in at least two of these, based on each person's interests and the organization's needs.

### **Benefits:**

We are working together to build policies and culture that support staff members personally and professionally. At this time, RNW offers the following benefits and supports to staff:

- Paid leave: Full-time staff accrue 8 hours of sick time and 10 hours of paid leave per month, plus 10 paid holidays, two personal business days, and an option for bereavement leave. Benefits are prorated for part-time staff.
- Insurance: Medical insurance coverage through Kaiser; Dental coverage through Moda. RNW covers the full premium for the employee. Staff members may cover the cost to add dependents.
- Flexible schedule: Other than scheduled meetings with clients or coworkers, work when & where you prefer. Internal RNW meetings generally take place between 10 am-4 pm Tuesday-Thursday and are currently all remote. Some extended hours or evening / weekend work may be requested by clients.
- Remote or office base: A few staff members work out of our office, while most work from home. RNW can provide items staff may need like a laptop, office supplies, a basic cell phone (flip phone), webcam, access to applications for remote work such as Zoom, etc. and has funds to help support additional needs (e.g., ergonomic keyboard, standing desk, supplement your home wifi). Printers are available at the office when needed.
- Moving toward a more humane schedule: Currently, full-time work averages out to about 5 full days per week. However, RNW is exploring options for reduced hours with the current salary. We are piloting one extra "restore day" off per month at this time. In addition, for the past two years, RNW has closed for an additional week of paid leave in the summer for staff respite, and this year we are also closing for a week in January.

- Self care: RNW is in its first year of budgeting for self-care funds. Staff can make a request on their own behalf or a recommendation for a coworker. Recent uses of funds have included a massage, a basket with a plant and bath salts, and lots of meals provided.
- Professional development: Our current budget allows for an average of \$300 for each staff member, and higher-cost needs may be met upon request if resources allow.

## **Essential Duties and Responsibilities:**

### ***DIRECT SERVICE*** **(Approximately 60%)**

#### ***Training and consultation services with organizations***

Provide direct services to RNW clients, usually in partnership with a co-facilitator or team. Aspects of services may include:

1. Initial client intake, development of bid, and negotiation of contract.
2. Racial equity audit, which may include surveys, interviews, document review, analysis, and report with themes and recommendations.
3. Direct client services such as consultation, coaching, training, and facilitation.
4. Management of client relationship and logistics.
5. Case information and statistics, including post-service data and client evaluations.
6. Cooperate with administrative team to ensure management of contracts and timely invoicing.

#### ***Community offerings***

Provide services that are available to the community at large, which might include trainings or dialogues with open registration, social media livestreams, recorded content, and trainings on our online educational platform.

1. Design content and materials and deliver sessions.
2. Work with marketing team to post and promote events.
3. Work with administrative team to manage registration.

**PROGRAM DEVELOPMENT AND LEADERSHIP**  
**(Approximately 40%)**

***Program development***

Work with other members of the Training & Consultation team, with support and collaboration of other RNW staff, to:

1. Set direction for the Training & Consultation program and assess whether the outcomes match our values.
2. Cultivate new client relationships and funding opportunities, and develop new program offerings.
3. Create and monitor program budget.
4. Develop and support a pool of on-call contractors as needed.
5. Develop team dynamics and working structures to create a culture of mutual support and accountability.
6. Other duties as needed.

***Organizational directorship***

Work with other Directors, the Governance Director, and other members of staff and board to ensure the organization meets its financial obligations while operating in keeping with its values.

1. Participate in staff and committee meetings, including any necessary preparation or follow-up activities needed to meet the committee's goals.
2. Engage in communication, collaboration, and conflict resolution.

**Qualifications:**

*The following qualifications & skills will be needed on the job, HOWEVER, imposter syndrome is very real. If you feel you don't hit every mark, that's ok! Any combination of life experience, volunteer experience, education, and work experience will be taken into consideration.*

1. Demonstrated ability to provide effective organizational equity training, consultation, coaching, facilitation, assessment, and organizational policy development, particularly with non-profit organizations and public agencies.
2. Long-term lived experience and on-going relationships with BIPOC communities.
3. Demonstrated knowledge and working application of concepts, language, and frameworks such as critical race theory, intersectional feminism, and settler colonialism. (Note: It is not the exact jargon that is necessary to the position, but

the ability to analyze organizational dynamics and to frame and present them in ways that advance outcomes around racial and social justice.)

4. Demonstrated ability to collaborate with clients and coworkers in ways that demonstrate a clear understanding of intersectional dynamics of power and identity, the ability to communicate effectively across these differences, respect for lived experience, and ability to engage with ambiguity.
5. Ability to analyze organizational dynamics and write client-facing summaries, reports, and organizational assessments.
6. Experience and/or willingness to learn new skills to expand your growth edge to carry out various duties as a Co-Director. These may include budgeting, organizational policy development, employee accountability and support, conflict resolution, etc.
7. Ability to work independently and collaboratively, with great flexibility.
8. Demonstrated ability to prioritize among multiple projects and tasks and meet deadlines; strong organizational and time management skills.
9. Familiarity with Microsoft Office and/or Google software for email, documents, spreadsheets, and slides; familiarity or willingness to learn our videoconferencing platform (Zoom) and the database used for training registration (CiviCRM).
10. Willingness to appear on camera for online outreach and teaching opportunities preferred. A royalties / residual policy is currently being developed.
11. Demonstrated ability to work with folks who have different processing and decision making styles.
12. Openness to working through conflict. Demonstrated ability to recognize and repair harm in working relationships. Familiarity with conflict resolution and restorative justice frameworks strongly preferred.

### **Physical Demands:**

*Whenever necessary, RNW will make every effort to provide reasonable accommodations in accordance with the ADA.*

1. Ability to execute required responsibilities including, but not limited to, regular public presentation, providing typed communication, and extended speaking and listening in person, on the phone, and via videoconference (on camera).
2. Ability to travel to meetings in the Portland metropolitan area and beyond.
3. Ability to transport supplies (e.g., chart-packs and easels).

## **Work Environment:**

This position will be virtual until it has been decided by the Training and Consultation team that there is a consensus around returning to in-person services. While the schedule is very flexible, you may be expected to work weekends or evenings depending on client needs.

## **Application instructions:**

This position is open until filled. While late applications may be considered, we guarantee review of all applications we receive by **February 14th**.

Please submit a resume, cover letter, and your responses to the following questions via email to [tiana@resolutionsnorthwest.org](mailto:tiana@resolutionsnorthwest.org). If you wish, you can use a video to introduce yourself and answer the questions, but we would still like a written resume.

Application questions (suggested maximum 2 pages total; shorter responses welcome):

1. What role can a consultant play that actually leads to change in an organization? What is *one thing* you have done (or that you would do) to achieve the racial and social justice outcomes you want to see?
2. As part of the training and consultation we offer, we often facilitate affinity groups for BIPOC and learning space groups for white participants. Sometimes we offer more focused spaces - for example, we might offer multiple spaces for BIPOC to address the different experiences of Black folks, Brown / darker skin people, and light skin multiracial or white presenting folks.

Please share with us one of these groups you have particular passion and skill for working with, and how you would apply your lived experience as you facilitate in that space.

*Resolutions Northwest embraces excellence through diversity, advocates the principles and spirit of affirmative action, and is strongly committed to the promotion of race, gender, ability and class equity through our hiring process. To this end, Resolutions Northwest is an equal opportunity employer. Candidates representing oppressed races, nationalities, genders, untapped and under-resourced communities are highly encouraged to apply.*