

JOB DESCRIPTION FOR PART TIME TRAINING COORDINATOR MAEBRIGHT GROUP, LLC

MaeBright Group, LLC is looking for a part-time Training Coordinator (title can be changed) to start in October 2017. MaeBright is a start-up LGBTQ+ policy, training, and consulting firm based in Cambridge. We work with non-profits, state agencies, and businesses to evaluate and improve climate and services for LGBTQ+ community members, clients, and employees. Since we are small business, this role will include a little bit of everything from facilitating trainings, to editing, to bookkeeping, to invoicing. This position is currently 15 to 20 hours, however it is possible that as we grow this could develop into a fulltime position (though this is not a guarantee).

Some of the specific tasks for this job are up for negotiation, depending on the interests and skills of the right candidate. We are also willing and excited to provide training on aspects of managing a small business with which the right candidate may be less familiar. How much experience you have with the primary focuses of this job are less important to us than the “Who you are” section.

This position primarily focuses on:

- Approximately one training per week. Our trainings typically range from three to six hours, and we almost always cap them at 35 people. We have a curriculum that is tailored to our client’s context and needs, that we will train you on how to deliver. We also believe in supporting our trainers to deliver trainings in ways that feel best and make the most sense to them.
- Organizing and preparing speaker panelist for some trainings. Supporting transportation for speakers with a personal vehicle (mileage compensation provided), or through coordination of public transportation and/or ride sharing apps. Making sure our speakers are supported through story crafting support, debriefing after panels, or whatever else they need. Note: a personal vehicle is not required for this job.
- Administrative support-bookkeeping, billing and invoicing, applying for CEUs, etc.
- Strategic planning for how to grow MaeBright and how to do our work better.

What this position could include, depending on interests and skillsets:

- Policy and implementation work
- Program data and evaluation
- Case consultation-especially if you have a MSW, LCSW, LMHC, or LICSW
- Client management
- Financial management

Who you are:

- Good at communication. We have phone call check-ins most days to let everyone know what and how we’re doing. We also G-chat, meet in person, and email on a pretty regular basis. We believe in honest, open, direct, and compassionate communication and feedback.

- Project coordination super star. You know where each project is and what next steps lie ahead, with support from supervisors. You like to take initiative and think creatively to find solutions.
- Aware of how much time you actually have available. Working part-time positions can be difficult to coordinate, but you usually know what you can take on without being overwhelmed. There are no set hours for this job, but you will need at least some 9-5 availability, since that's when most of our trainings and meetings happen. MaeBright believes in valuing whole people and we believe that we are more than our productivity, so we are more understanding than your average employer. However, we can best support our people when they are honest and self-awareness of capacity.
- Aware of intersections between race, gender identity, gender expression, sexual orientation, ability, religion, class, and other marginalized experiences. You are constantly challenging yourself to learn more about others' experiences in order to better fight oppression and amplify marginalized voices. For example, if you're looking for training locations you are thinking about accessibility, proximity to public transportation, and more.
- Have established self-care practices. When you're working to create change, sometimes it can be easy to get frustrated and overwhelmed. We experience micro-aggressions, and sometimes macro-aggressions, almost daily from people who are learning (though most of the people in our trainings are well-intentioned and want to do better). MaeBright offers debriefing opportunities, but we are also very upfront about putting ourselves on the front lines and creating non-judgmental spaces for people to learn. We also pay an extra hour for every 15 hours worked for a "self-care hour."
- Passionate and knowledgeable about LGBTQ+ communities and social justice more broadly. If you see an article on Facebook about something LGBTQ+ or social justice related, it's more than likely you'll click on it. You're known as a resource among your friends, classmates, or colleagues. People like to talk to you about these issues, because you make them accessible and don't judge people for not knowing the right word or term.
- Flexible about workspace. We have opportunities for workspace with our partners located in downtown Boston or at a co-working space in Union Square. Working from home is also an option.

Information about MaeBright Group, LLC can be found at www.maebright.com.

People of color, trans and/or non-binary people, people with disabilities, and/or queer identified people are strongly encouraged to apply. Please send a resume and cover letter to Taneekah Johnson at taneekah@maebright.com with "Application for Coordinator" in the subject line of email.