Training & Transformation Coordinator

Blended Schedule On-Site & WFH in San Francisco, California, United States | Openhouse | Part-time; 20 hrs

OPENHOUSE: Founded in 1998, Openhouse enables LGBTQ seniors to overcome the unique challenges they face as they age by providing LGBTQ-welcoming housing, high-impact direct services, and innovative community programs. Openhouse reduces isolation and empowers LGBTQ seniors to improve their overall health, well-being, and economic security. As the initiator of the movement to meet the needs of LGBTQ older adults in San Francisco, Openhouse is a dynamic and entrepreneurial organization on the leading edge of this growing field at the local, state, and national levels. Openhouse believes in manifesting opportunities with, and not just for, LGBTQ+ seniors to build and reconnect with community by providing housing, direct services and community programs. At Openhouse, we do more than just find housing for LGBTQ+ seniors. Our role is to show that we support our community elders and to demonstrate that support with action.

POSITION TITLE: Training & Transformation Coordinator (TTC)

POSITION SUMMARY: Openhouse seeks a compassionate and engaging TTC with experience engaging older adults and working within communities that are intersectionally diverse. The purpose of the Training and Transformation work at Openhouse seeks to address the significant knowledge deficit that clinicians, aging services organizations, and institutions have when providing services to the aging LGBTQ population. This role will support LGBTQ seniors by delivering high quality competency trainings to the wider community to ensure they can access services and care through organizations and facilities with dignity and without fear of persecution. The ideal candidate embodies an understanding of equity versus equality, is comfortable presenting hours long presentations from a set curriculum, knowledge of the culture and experiences of the LGBQ, aging, Black, POC, and transgender/gender-nonconforming communities.

The TTC supports the Director of Strategic Partnerships and Training with developing up-to-date curriculum relevant to collective social and clinical best practices; remaining engaged in continuing education through conferences, workshops and trainings; schedule coordination of contracted trainers to the department; and presenting trainings directly.

In this time of COVID, Openhouse Training & Transformation work is even more critical to our mission of increasing access to LGBTQ-aging affirming services, reducing social isolation, and increasing community connectedness for LGBTQ seniors. The most successful TTC is an individual who proactively brings their love for working with seniors and a positive “we can do this” attitude to work and who thrives in an ever-evolving (eg. COVID), generative work environment.

DUTIES AND RESPONSIBILITIES:

Ideally, this person will have experience in public speaking, storytelling, or theatre, and has some understanding of aging social services provision in the San Francisco Bay Area. All candidates must be committed to racial and gender equity, justice, inclusion, and eliminating ageism in our communities. In addition, the following types of experience and qualifications are highly desired:

1. Program Development and Support
   o Supporting the development of training materials and curriculum supported in science, community experiences, and present social and political understanding.
   o Engaging in continuing educating courses through workshops, trainings, and conferences to ensure remaining up to date in the needs of the aging LGBTQ community.
2. Community Organization Outreach and Relationship Development
   - Promote Openhouse Training and Transformation program broadly across San Francisco service organizations, businesses, government agencies, and community groups.
   - Develop relationships and cultivate collaborations in reaching training goals and maintaining Openhouse as a national leader in providing education to the unique needs of the aging LGBTQ community.
   - Develop relationships and cultivate collaborations with staff in organizations providing housing and services to the senior community to collaborate in reaching LGBTQ communities by including Openhouse Training and Transformation in their training plans.
   - Provide education about LGBTQ seniors and refer interested agencies to Openhouse + On Lok Community Day Services and On Lok PACE Program.

3. Outreach and Engagement
   - Engage LGBTQ seniors in Openhouse mission through education, information about programs and services and community building opportunities.
   - Engage in supporting community engagement activities and Openhouse services as needed.
   - Provide outreach and information sessions at senior service and LGBTQ organizations to engage LGBTQ seniors in Openhouse programs.
   - Identifying partners that may benefit from the menu of training curriculum and conducting outreach to those organizations, increasing interest in and booking of trainings.

4. Other Expectations
   - Avid learner who takes initiative to anticipate opportunities and challenges and who has a problem-solver mindset.
   - Strong interpersonal skills, exemplifies cultural humility when delivering and receiving constructive feedback from supervisors, colleagues, and constituents.
   - Enjoys conducting outreach and follow-up by phone as a primary outreach method for engaging older adults with limited access to technology.
   - Excited to learn and use emerging online platforms to conduct trainings, workshops, and panel events.
   - Sensitivity to and knowledge of the unique life experiences, challenges, and strengths of LGBTQ community members.
   - Ability to translate the life experiences and skills of LGBTQ older adults and successfully illustrate them in presentations and trainings.
   - Committed to diversity, equity, inclusion, and ability to recognize and affirm that LGBTQ older adults live at intersections of race, ethnicity, class, culture, HIV status, sexual orientation, gender, gender identity, spirituality, and ability.
   - Other duties as assigned by the Director of Strategic Partnerships and Training or required by temporary or short-term staffing shortages.

SKILLS:
• Proficient with Microsoft Office Suite and the ability to quickly learn software programs and online databases and tools. Good problem-solving skills and the ability to prioritize multiple tasks. Excellent time management skills. Attention to detail and ability to provide high-quality data and reports.

COMPENSATION:

Compensation is commensurate with experience. The range is $29-$31/hourly plus benefits. Openhouse offers a benefits package including vision and dental insurance; generous paid leave; and an enjoyable, vibrant, collaborative and supportive work environment. Openhouse is committed to racial and gender diversity, and requires all staff to attend training presented by the Racial Equity Institute and Trans-Cultural Bridge. This position is eligible to participate in a 401(k) first day of the quarter following one year of service with an agency match.

Openhouse actively seeks diversity in its staff, and we invite applications from people from a variety of backgrounds. We are searching for candidates of color, candidates in the LGBTQ community, and candidates who identify personally at any part of the incredibly rich gender spectrum. Systemic inequities in hiring have caused women, people of color, LBTQIA+ folks, and others to apply to jobs only if they meet 100% of the qualifications. Openhouse encourages you to break that statistic and apply, as no one ever meets 100% of the qualifications. We look forward to your application.

TO APPLY:
E-mail cover letter and resume detailing your qualifications and interest in the position to HR@openhousesf.org.

Openhouse provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Women, people of color, Black people, transgender people, and people with disabilities encouraged to apply. Pursuant to SF Fair Chance Ordinance, we consider qualified applicants with arrest/conviction records.