Scope of Work
Training Coordinator - Consultant

Fair Futures is a coalition of over 100+ organizations/foundations advocating for all young people in NYC’s foster care system to have access to the Fair Futures model. Fair Futures was successful in securing $20 million, making NYC the first in the nation to implement a comprehensive, long-term model across the entire NYC foster care system. As a Training Coordinator, you will be a key part of supporting Fair Futures program staff systemwide.

The Fair Futures model includes a middle school program that prepares students for success in high school and a coaching program where young people ages 14-26 are matched with a full-time, professionally trained Coach that works collaboratively with them to help them achieve their goals and potential. The overall goals of the Fair Futures program are to help young people:

- Build trusting relationships and a network of positive adult and peer supports;
- Prepare for and graduate from high school;
- Connect to and persist in post-secondary settings;
- Engage in career exploration and career development experiences in line with their interests to help them eventually navigate onto a living wage career pathway;
- Access and maintain stable, affordable housing if they are exiting foster care and gain independent living and life skills.

The Fair Futures Implementation team provides training and technical assistance support to the 450 Fair Futures staff that work at the 26 child welfare agencies in New York City. These staff consist of Middle School Specialists, Coaches, Career Development Specialists, Housing Specialists, Education/College Specialists, Tutors, Supervisors and Directors.

We are seeking a consultant to coordinate and track the multiple trainings and technical assistance offerings to Fair Futures staff systemwide. Our ideal candidate has experience developing and delivering trainings in-person and virtually.

Consultancy Scope of Work:

- Map out annual training plans in conjunction with ACS and the Fair Futures team/partners
- Manage partnerships with external training partners
- Help design and develop trainings (outsourced and/or in-house)
- Maintain updated training records, including tracking training attendance
- Codify the FF Core training materials
- Manage the training registration platform (Eventbrite)
- Market available training to the Fair Futures community employees and provide necessary information about sessions
- Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
- Design, prepare and order educational aids and materials
- Assess instructional effectiveness and determine the impact of training on the Fair Futures community
- Gather feedback from trainers and trainees after each educational session
- Research and recommend new training methods, like gamification
Requirements and skills:

- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Knowledgeable of the New York City youth development landscape. Foster care experience is a plus.
- Hands-on experience coordinating multiple training events
- Knowledge of how to implement a training
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- Experience with virtual learning platforms (i.e. Zoom)
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- BS degree in Education, Training, HR or related field

Compensation:
The total annual budget for this consultancy is $70,000, with option for renewal. Hours and rate to be discussed based on experience and capacity.

If you are interested, please send your resume and cover letter to admin@fairfuturesny.org