

LISTOS STATEWIDE PILOT PROGRAM
POSITION DESCRIPTION

POSITION: **LISTOS TRAINER**
COMMITMENT: PART-TIME, COMPENSATION BY STIPEND
REPORTS TO: LISTOS PROGRAM MANAGER & LEAD TRAINER

GENERAL JOB RESPONSIBILITIES

The Listos Trainer(s) will aid in the daily operations of the statewide pilot program by working directly in targeted communities to empower community leaders to facilitate outreach to Latino populations through a series of Listos Train-the-Trainer (TTT) workshops.

SPECIFIC DUTIES

- Identify and initiate contact with organizations that the Listos program can partner with to host Listos Train-the-Trainer workshops in designated geographic areas;
- Facilitate, organize, and implement Listos Train-the-Trainer workshops in the field;
- Serve as an on-the-ground representative of Listos in targeted counties/communities;
- Monitor and evaluate the effectiveness of Listos programs, working in conjunction with the Program Manager & Lead Trainer within the evaluation parameters established by the Train-the-Trainer program;
- Serve as a spokesperson for the Listos when representing the program to community leaders, members of the target population, partner organizations, and local media outlets;
- Work in conjunction with the Listos Program Manager & Lead Trainer to promote Listos in targeted geographic regions via Spanish-language radio, local media outlets, and community-based organizational outreach; and
- Other duties as assigned, and agreed upon by both parties.

REQUIRED COMPETENCIES

- Bilingual in English and Spanish;
- Experience with teaching and/or training, public outreach, and community development;
- Knowledge of disaster management and/or previous experience working in high risk areas with vulnerable populations;
- Demonstrated capacity for innovative thinking and independent problem-solving;
- Experience working with Hispanic communities;
- Impeccable verbal and written communication skills;
- Willingness to travel within and between target counties in California;
- Willingness to commit to the Listos program for ten months; and
- A genuine desire to contribute to the disaster awareness and overall empowerment of Latino communities in California.

QUALIFICATIONS AND SKILLS NEEDED

- High School degree required.
- Some college or Bachelor's degree preferred with concentration in non-profit management, communications, public education, or community/international development, or comparable life experience;
- Awareness of marketing techniques in reaching out and engaging Latino communities;
- 2+ years of experience working in public education, community organizing, disaster awareness, and/or targeted counties/Latino communities; and
- In-depth experiential knowledge of the specific issues and challenges facing the Latino population in California.

LISTOS STATEWIDE PILOT PROGRAM
POSITION DESCRIPTION

POSITION: LISTOS PROGRAM MANAGER & LEAD TRAINER
COMMITMENT: INDEPENDENT CONTRACTOR
REPORTS TO: STRATEGIC PARTNERSHIPS DIRECTOR

GENERAL JOB RESPONSIBILITIES

The Program Manager & Lead Trainer will serve as the point person in charge of managing and providing support for the Listos Trainers as well as general administration and oversight for the Listos statewide pilot program.

SPECIFIC DUTIES

- Provide administrative and managerial support for the Listos Trainers;
- Effectively manage and communicate with Listos Trainers, providing operational support and ensuring programmatic consistency;
- Closely collaborate with the stakeholders and partner organizations in scheduling and executing the Listos Train-the-Trainer workshops;
- Support Listos Trainers by providing in-field support, risk management, and troubleshooting expertise when needed;
- Handle all program-related paperwork and electronic information management, including but not limited to staff timesheets, invoices, evaluations, training manuals, and program records;
- Work in coordination with the Strategic Partnerships Director to develop a program budget;
- Work with Deputy Program Manager to track monthly expenditures, staff out-of-pocket expenses, receipts, invoices, training/program expenses, and all other records of financial expenditure;
- Prepare monthly reports on the Listos budget and programmatic spending record, thereby ensuring fiscal transparency and creating stakeholder and partner confidence in the efficacy of the Listos program;
- Draw up and maintain records of all contracts related to Listos Trainers, organizational partnerships, and independent contractor agreements; and
- Assist with the monitoring, evaluation, professional development, and when necessary, acquisition and hiring of Listos Trainers.

REQUIRED COMPETENCIES

- Bilingual in English and Spanish;
- Three to five years of administrative and managerial experience in the field of non-profit or small business management;
- Demonstrated capacity for risk management, program development and implementation, staff training, and innovative problem-solving;
- Impeccable verbal and written English-language communication skills;

- Ability to develop effective toolkits, formal standards, and informal training techniques to support in-field trainers;
- Accounting expertise and familiarity with tracking invoices, recording timesheets, and maintaining budgets for non-profit organizations;
- Demonstrated record of solid fiscal management and transparent, accurate record-keeping;
- Strong interpersonal skill and demonstrated ability to lead and motivate others;
- Some knowledge of disaster management, public awareness and education campaigns, and/or the targeted Latino population;
- Willingness to commit to the Listos statewide pilot program for at least 12 months; and
- A genuine desire to contribute to the disaster awareness and overall empowerment of Latino communities in California

QUALIFICATIONS AND SKILLS NEEDED

- Bachelor's and/or master's degree in non-profit management, community or international development, business administration, accounting, or a related field, or comparable life experience;
- Awareness of marketing techniques in reaching out and engaging Latino communities;
- 2+ years of experience working in public education, community organizing, disaster awareness, and/or targeted counties/Latino communities; and
- In-depth experiential knowledge of the specific issues and challenges facing the Latino population in California.

LISTOS STATEWIDE PILOT PROGRAM
POSITION DESCRIPTION

POSITION: LISTOS DEPUTY PROGRAM MANAGER
COMMITMENT: 10 – 15 HOURS PER WEEK, NON-EXEMPT
REPORTS TO: LISTOS PROGRAM MANAGER & STRATEGIC PARTNERSHIPS DIRECTOR

GENERAL JOB RESPONSIBILITIES

The Deputy Program Manager will provide support to the Listos Program Manager & Lead Trainer in general administration and oversight of the Listos statewide pilot program.

SPECIFIC DUTIES

- Set-up and manage organizational system for the Listos statewide pilot program including email and calendar in Microsoft Outlook as well as account and contact management in Salesforce;
- Support the Listos Program Manager & Lead Trainer in time management including the scheduling of Listos Train-the-Trainer workshops and tracking of timesheets;
- Manage the program budget and work with the Listos Program Manager & Lead Trainer to track monthly expenditures, staff out-of-pocket expenses, receipts, invoices, training/program expenses, and all other records of financial expenditure;
- Act as the primary contact between stakeholder/partner organizations by initiating communicating with organizations that are interested in hosting Listos Train-the-Trainer and scheduling workshops that can be facilitated by Listos Trainers;
- Provide information as requested to the Strategic Partnerships Director for communication to the California Emergency Management Agency (Cal EMA) and the Federal Emergency Management Agency (FEMA); and
- Other duties as assigned.

REQUIRED COMPETENCIES

- Bilingual in English and Spanish;
- Three to five years of administrative experience in the field of non-profit or small business management;
- Impeccable verbal and written English-language communication skills;
- Accounting experience and familiarity with tracking invoices, recording timesheets, and maintaining budgets for non-profit organizations;
- Strong interpersonal skill and demonstrated ability to lead and motivate others; and
- A genuine desire to contribute to the disaster awareness and overall empowerment of Latino communities in California.

QUALIFICATIONS AND SKILLS NEEDED

- High School degree required.
- Some college or Bachelor's degree preferred with concentration in non-profit management, communications, public education, or community/international development, or comparable life experience.