



Training Manager - Reimagine Public Safety Act

Summary: ICOY seeks an active collaborator and strategic thinker to join our team as a Program Manager to support our training and technical assistance contract for Reimagine Public Safety Act (RPSA). This role reports to the Director of Training & Program Development and is a member of the programs team. They will work closely as an intermediary between the Illinois Department of Human Services (IDHS) and youth service agencies that receive Reimagine Public Safety Act (RPSA) funding. This role provides capacity-building services to ensure youth providers can administer programming more efficiently and effectively. This is a hybrid position, which includes remote and in-person activities.

Essential Duties and Responsibilities:

- Participate in monthly meetings for all RPSA collaborators.
- Coordinate and facilitate Team meetings when reporting out on the RPSA work group demands and needs.
- Identify training needs, work with subcontracted trainers and partners in the field to deliver trainings, work with ICOY training coordinator to evaluate training feedback.
- Create and execute a technical assistance plan with the collaborative providers. Combination of in-person and virtual activities. Including but not limited to:
 - Workgroup facilitation, webinar facilitation, grant support, site-visits, data-analysis, action planning, report writing, and organizing coordinator engagement and education, program monitoring etc.
 - Create/develop webinars/trainings/other learning opportunities on topic areas relevant to the needs of providers.
- Recruit, and onboard consultants who support the work of RPSA.
- Administer and manage subcontracts.

Quality Assurance

- Manage ICOY website calendar, using WordPress to create DHS training and meeting events and registration reports.
- Create reports on training impact to provide to funders through Periodic Progress Report (PPR) reports as well as give to trainers so they can assess their performance and impact.
- Generate training reports for IDHS including quarterly and annual reports, applications, and ICOY impact reports in collaboration with the RPSA Collaborative partners.
- Secure contracts for trainers outlining expectations for training dates, ties, and locations/modality throughout the year.
- In collaboration with ICOY's RPSA team, write quarterly reports to the IDHS.
- Create and execute technical assistance plans for RPSA programs funded by IDHS to ensure they are addressing race equity, diversion, and other priorities.
- Lead the development of the quarterly programmatic reports.
- Other duties as assigned.

Required Qualifications, Skills and Experience

The successful candidate will have:

- A graduate degree in a related field and 1 - 2 years of relevant experience in a nonprofit environment is preferred **OR** a bachelor's degree and 3-5 years of relevant experience in the child welfare field, public health, legal systems, homeless youth services, or community and youth development services.
- An understanding of racial and ethnic disparities and equity issues at a practical and systemic level.
- Exceptional outcome-based project management skills
- Outstanding written and oral communication skills.
- Ability to work autonomously and as a member of a team.
- Experience collaborating with a wide variety of stakeholders and partners.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Ability and willingness to travel, work flexible hours, possess a valid driver's license, reliable transportation and auto insurance as required by ICOY.
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, SharePoint and audio/visual and conference calling technology like zoom.

Compensation:

\$54,000 - \$56,000 depending on years of experience and qualification. ICOY offers competitive benefits, including health, dental, and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location:

This position is located at ICOY's Chicago office located in the loop. However, this position is open to IL state-wide candidates. Travel may be required of this position to provide training, consultation, and participation in meetings as required. At this moment, we are working a hybrid model that requires us in office twice a week in response to the COVID-19 pandemic and will continue to assess remote work strategies in accordance with public health guidelines.

Application Instructions:

Please submit a resume, cover letter, and a 1–2-page writing samples to Randi Slack, Director of Training & Program Development at rslack@icoyouth.org

ICOY is an equal opportunity employer and does not discriminate based on sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans, and people of color are encouraged to apply.