



**Job Announcement**  
**Training and Curriculum Development Manager**  
April 2021

**Organizational Overview**

URGE plays a unique and critical role as a reproductive justice organization that engages young people and catalyzes their power to fight for the ability of all people to build the families they want, access the healthcare they need, and to live and love in a way that's true to who they are. Working with young people ages 18-30, and the leadership of young people of color, women, queer, trans, and nonbinary folks, and people of low-income, URGE provides training, field mobilization and national leadership to move policy, systemic, and cultural change.

**Position Summary**

URGE seeks a committed, experienced individual who is passionate about reproductive, gender, and racial justice to organize and develop our field organizing and civic engagement programs, specifically in the area of training and curricula development, implementation, and evaluation.

URGE's field program identifies, organizes, and mobilizes young people who care about issues of sexual health, reproductive justice, racial justice, LGBTQIA+ liberation, and gender equity. We provide trainings and engagement and leadership opportunities that enable young people to build visibility and political power to impact policy and culture change in state and nationally.

Qualified candidates will have 2-4 years or more experience developing, implementing, and evaluating curriculum, programs, or trainings centered on developing the skills of social justice organizers/ activists. Direct experience with organizing and excellent training and facilitation skills strongly preferred.

**Placement:** This position can be based anywhere; preference will be given to candidates with experience living or working in Alabama, California, Georgia, Kansas, Ohio, Washington DC, or Texas. URGE may not have an office in all these locations; candidates must be prepared to work from a home office with equipment provided by URGE.

This is a full-time exempt position role that reports to the Deputy Director of Programs and Policy.

## **Responsibilities**

- Design and coordinate new in-person and virtual curricula.
- Conduct needs assessments, learning assessments and post-training evaluation to continuously review current curricula and facilitation practices.
- In collaboration with department leaders, ensure that organizational strategic goals are promoted and integrated within all curricula.
- Maintain a current knowledge of curricular trends and research, reporting, findings and making recommendations to the field director(s) as appropriate.
- Work with the Field Director to identify curriculum needs in programming.
- Facilitate trainings with URGE membership and staff.
- Train URGE staff (primarily members of the field department) in facilitation.
- Develop content or delivery methods for participants at different levels of comfort with URGE work and different types of learners.
- Integrate tools and technology to increase accessibility of URGE's curriculum.
- Make recommendations regarding course design, technology, and facilitation techniques.
- Evaluate and revise training materials such as curriculums, toolkits, one-pagers, and zines.
- Collaborate across departments to increase curriculum development capacity when possible.
- Other related duties as assigned.

## **Qualifications**

- Commitment to reproductive and gender justice, abortion access for all, queer and trans liberation, building young people's political power, and dismantling white supremacy.
- Commitment to co-creating a work environment that is just, equitable, and inclusive to all, including Black, Indigenous, and other people of color, LGBTQIA+ people, women, and people with disabilities.
- 1-3 years or more experience in training and curriculum development. Direct experience with social justice organizing a plus.
- Proficiency in Microsoft Office, including Power Point, Excel, Word, Access and Google Suites.
- Comfort learning new online tools.
- Strong organizational skills.
- Ability to receive and incorporate feedback into course material from program leads, subject matter experts, colleagues and URGE members.
- Ability to communicate effectively both oral and written; research, develop, present, and promote projects; work independently; prioritize work and meet deadlines.
- Strong ability to manage, prioritize, and organize multiple tasks. Strong time management skills
- Proactive, collaborative, and flexible.

- Ability to develop long term goals and objectives.
- Ability to evaluate the effectiveness of programs and make recommendations for improvements.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified and/or improved curriculum and programs.
- Willingness to travel 20-30% of the time
- Ability to work well with a team, take direction and feedback, and share skills and knowledge.

**Salary:** \$56-\$65k annually with excellent benefits; health and dental coverage for staff fully paid by URGE. Because of the differences in cost of living based on location, URGE utilizes location in determining salary, among many factors.

**To Apply:** Applications accepted on a rolling basis. Please state “**Training & Curriculum Dev Manager**” on the subject line. Incomplete applications will NOT be considered. Please send a cover letter and resume to [jobs@urge.org](mailto:jobs@urge.org)

*URGE is an equal opportunity employer. Black, Indigenous and other people of color, LGBTQIA+ people, and those with disabilities are strongly encouraged to apply.*