



## King County

Invites Applications for the Position of:

### Training Coordinator/Educator Consultant II

Apply online at <http://www.kingcounty.gov/jobs>

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 02/28/19 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 03/14/19 11:59 PM (GMT -8:00)

**SALARY:** \$76,689.39 - \$97,208.38 Annually

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

**JOB TYPE:** Term Limited Temporary, Full Time, 40 hrs/wk

**DEPARTMENT:** DCHS - Community & Human Services

**JOB NUMBER:** 2019AC9453

**SUMMARY:**

**The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experience.**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

DCHS is seeking a Training Coordinator to lead the Equity and Social Justice Foundational Training project and ongoing implementation of the program and coordinate complementary training that builds management leadership capacity. King County's Equity and Social Justice (ESJ) Strategic Plan 2016-2022 provides a framework for how the County will use strategies to practice adaptive management to be responsive to our communities and employees by integrating and implementing pro-equity practices to effect change. The Foundational Training program will provide an opportunity to apply a theory of change to fundamentally shift the way DCHS addresses the root causes of inequities. This position guides the DCHS ESJ facilitators work group, manages the development of the ESJ Foundational Trainings and complementary management training,

oversees the train-the-trainer program, leads the implementation of equity change teams, and coordinates DCHS ESJ and related trainings.

**THIS IS A 12 MONTH TERM LIMITED TEMPORARY (TLT) POSITION.**

**WHO MAY APPLY:** This position is open to all qualified applicants that meet the minimum requirements. The Department of Community and Human Services (DCHS) values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

**REQUIRED MATERIALS:** Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

**WORK SCHEDULE:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not eligible for overtime. Typical hours are Monday - Friday, 8A.M. to 5P.M.

This position is not represented.

**Recruiter:** [Annette.Coleman@Kingcounty.gov](mailto:Annette.Coleman@Kingcounty.gov)

**JOB DUTIES:**

- Create a sustainable Training Plan to implement a system to strengthen equitable access, service delivery and management leadership capacity.
- Provide oversight and guidance to the DCHS ESJ Facilitator workgroup
- Foundational Training: lead internal and external ESJ facilitators (including consultants) in the development and implementation of departmental Foundational Equity trainings and Equity Change Teams
- Establish a plan for and implement equity change teams for units/work groups across DCHS
- Provide leadership to promote and facilitate integration of equity change principles in the work of DCHS
- Oversee the development, coordination and implementation of a train-the-trainer program for DCHS ESJ trainings
- Manage ESJ and complementary management leadership training for DCHS, including coordination of events, communication with training attendees, management of training records, etc.
- Perform other related duties as assigned

**EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

1. Bachelor's degree and two to three years of experience in course design, curriculum development, instructional methods, and techniques for presenting materials and/or equivalent education and training.
2. Two years of experience in conducting training including demonstrated ability to integrate the use of technology in delivering training.
3. Two years of experience leading workgroups and/or change teams.
4. Two years of experience planning and implementing events.

5. Two or more years experience working in a public sector or with publicly funded treatment/human services systems.
6. Demonstrated knowledge of the principles underlying equity and social justice; history of marginalized communities and ability to integrate knowledge of equity and social justice principles in the development and/or delivery of training.
7. Demonstrated skill in engaging healthy conflict: conversations about race, gender and all systems of privilege in a way that normalizes discussion and draws others in.
8. Excellent oral and written communication skills and ability to communicate to a diverse audience with different learning styles and opinions.
9. Experience reviewing data, identifying promising practices, and continuous quality improvement.
10. Working knowledge of Microsoft Word for Windows, Access, Email, the Internet and intermediate Excel skills.
11. Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

## Training Coordinator/Educator Consultant II Supplemental Questionnaire

- \* 1. Do you have intermediate to advanced Excel skills?  
Yes   No
  
- \* 2. Please describe your progressively responsible experience working in the public sector or publicly funded treatment/human services system(s). Please list the organization and dates where you acquired this experience.
  
- \* 3. Please describe what you feel are the attributes of an effective leader. Include information about providing leadership during a time of significant change with a staff of varying degrees or readiness for change.
  
- \* 4. King County has transformed its work on equity and social justice from an initiative to an integrated effort that applies the principle of "fair and just" intentionally in all the county does in order to achieve equitable opportunities for all people and communities. What is the most important equity or social justice issue to you and why?
  
- \* Required Question