

UNITED WAY OF NORTHERN NEW JERSEY

United For ALICE@Work

Trainer (Contractor/Freelancer)

Overview

United Way of Northern New Jersey is seeking a Trainer (contractor) to support its work to achieve racial and economic equity for those individuals and families struggling to make ends meet, including ALICE® (Asset Limited, Income Constrained, Employed) and those in poverty. United For ALICE@Work is a business education program designed to help employers better understand their low-wage ALICE (Asset Limited, Income Constrained, Employed) workers' experiences and implement best practices to increase their career mobility and financial stability.

The Trainer is a skilled facilitator who will deliver the United For ALICE@Work curriculum. The objective is to increase awareness of ALICE in the workforce and teach employers how to create and maintain quality jobs, work culture, and employee benefits and policies, and then to empower them to create an action plan and track their own progress.

The United For ALICE@Work curriculum is composed of 6, 2-hour modules that are delivered to business leaders via live facilitation; either virtually, in-person or hybrid. There may be an opportunity for some in-person instruction and/or engagement based on request/demand. This may be in varying locations across the country.

United For ALICE@Work is based in the Eastern time zone, therefore internal communications and meetings will typically occur between 9am and 5pm ET. We are seeking candidates who have flexibility across time zones for course delivery across the country.

Diversity

United Way of Northern New Jersey celebrates diversity and believes it makes us stronger. We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered. We actively encourage applications from individuals of all backgrounds, including underrepresented groups. Our goal is to foster a workplace that reflects the rich tapestry of human experiences, perspectives, and talents. Join us as we build a diverse and vibrant team!

Trainer Responsibilities

Course Preparation:

- Participate in the ~20 hour United For ALICE@Work Train-the-Trainer Facilitator onboarding process.
- Review and learn the United For ALICE@Work curriculum and companion materials.
- Become familiar with the United For ALICE National research.
- Review and prepare technology tools for delivery.



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This job is intended to provide a summary of the broad functional and primary responsibilities of the position. It is not all inclusive. It is subject to change including new responsibilities, removal of responsibilities, changes in reporting relationship, and other revision at management's sole discretion at any time.



United Way
of Northern New Jersey

- Prepare personal examples to accompany the course as outlined in the curriculum.

Course Delivery:

- Facilitate United For ALICE@Work 6-module course via Zoom (with possible opportunity for in-person facilitation) using breakout rooms, chat, and other engagement tools.
- Engage with staff, partners, and participants via e-mail and meetings.
- Connect with the Lead Trainer to share training debriefs and receive participant feedback.

Course Maintenance & Enhancement:

- Collaborate with United For ALICE@Work team members to review course delivery and performance.
- Provide United For ALICE@Work team with continuous feedback and support an effort to improve and refine course content and delivery.
- Be available after course delivery to support debrief and relevant evaluative processes.

Basic Qualifications

- Bachelor's degree or equivalent work experience.
- Experience training business leaders.
- Demonstrated ability to facilitate engaging group discussions, both in-person and virtually.
- Skilled in facilitating conversations, particularly in the areas of equity, diversity, inclusion, and belonging, and leadership effectiveness.
- Demonstrated ability to quickly assess organizational needs and culture and recommend appropriate actions.
- Knowledge of, and experience in, utilizing the features of virtual facilitation platforms.
- Access to strong internet capacity (quality audio and video capability).

Additional Qualifications and Skills

- Experience or certification in human resources, training and facilitation, organizational development, or corporate consulting.
- Skills in flexibility, self-motivation, collaboration, and time-management.
- Insight and creativity, ability to offer options /solutions when approaching issues or challenges.
- Effective communication skills, both written and oral, with the ability to clearly and concisely share information and ideas with a range of leadership audiences.
- Ability to maintain confidential information and exercise discretion and tact.

Requirement

Candidate must have an LLC, be incorporated or a sole proprietor with a business registration in the state they reside.



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of Northern New Jersey

Compensation

Onboarding can be expected to take about 20 hours. Each cohort is 12 hours of delivery and will take an average trainer about 25 hours total including partner and participant communication, preparation, delivery and debrief.

Contractors will be compensated \$1200 for completing onboarding and \$1600 for each facilitated cohort.

There may be an opportunity to establish a longer-term engagement with flexibility on timing and duration.

To Apply

Submit resume and video response to: ALICEatWorkHiring@unitedwaynj.org

Please include in the subject line "ALICE@Work Trainer Application".

In lieu of a cover letter, please submit your resume and a 60-90 second video (can be recorded on a phone or computer - quality of video will not be judged!) answering the question: "Briefly describe a challenge you experienced while facilitating or teaching. What happened, how did you handle it, and what was the outcome?"

United Way of Northern New Jersey: An Organization Committed to Fighting For ALICE

United Way of Northern New Jersey is striving for racial and economic equity for ALICE individuals and families and those living in poverty. We do this by assessing the needs and rallying the community to address the barriers that are keeping struggling families from achieving financial and personal success.

Our Mission: United Way mobilizes the caring power of communities to advance the common good. We improve lives and community conditions by evaluating needs, developing solutions, raising funds, convening partners, and mobilizing citizens to act.

Our Commitment to Economic and Racial Equity: At United Way, we are bringing diverse people together through our Board of Trustees, staff, and volunteers to more effectively address the toughest issues that face our communities. And we are working to address the racial inequities that exist as we champion the most vulnerable households in our region – ALICE families and those in poverty.

As we work together with partners across the state and country to establish a post-COVID society, United Way of Northern New Jersey is focused on the most basic and critical issue of our time – ensuring economic equity and social justice for every person in our community. We believe that improving life for all starts with improving life for ALICE.

Equal Opportunity Policy

United Way of Northern New Jersey provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



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