



Professional Learning Facilitator Contract Position

RMC Health is a Colorado-based nonprofit operating nationally whose mission is to strengthen the effectiveness of those working to improve the health and well-being of children and youth. RMC Health is a national leader in providing learning, facilitation, technical assistance, resource development, and best practices to increase equitable outcomes and advance the health of children, youth, their families, and their communities. Our professional development is led by expert facilitators who specialize in adult learning and are content experts. Based on research and best practices, our professional development is rich with knowledge and skill-building practice.

General Position Description

The Professional Learning Facilitator is responsible for designing and delivering high-quality professional development for clients in the education and public health sectors, school districts and school communities, community-based organizations, and/or nonprofits. Additionally, the Professional Learning Facilitator provides technical assistance and follow up support to clients. The Professional Learning Facilitator is responsible for resource development, policy review, and representing RMC Health at conferences and speaking engagements.

This position is a .75 FTE, salaried, and temporary role at 30 hours per week. The position will begin with a 6-month contract with the potential for a contract renewal or position to change to permanent employment. Due to the training component of this role, flexibility with working hours is necessary. RMC Health standard office hours are 9 am to 5 pm MST.

Key Duties and Responsibilities

Responsibilities include, but are not limited to:

Design & Facilitate Professional Learning Experiences

- Design, deliver, and facilitate in-person and virtual trainings and professional development, both independently and with internal and external colleagues. Follow RMC Health's design process, which includes implementing needs assessments, developing skill-building objectives, designing trainer agendas, selecting appropriate content,





developing learning materials, and integrating adult learning principles and innovative teaching and learning strategies.

- Enhance/revise existing content and materials in the RMC Health training portfolio, as needed.
- Through a train the trainer model, train other facilitators to design and deliver trainings and professional development.
- Collect, analyze, and utilize qualitative and quantitative data to assess training and professional development outcomes and to inform future content and strategies.

Technical Assistance and Resource Development

- Provide tailored technical assistance and follow up support to professional development participants to maximize learning and transfer skills learned to the work setting.
- Identify, modify, and/or design tools and resources, including best practices guides, implementation guides, slide decks, and tool kits.
- Assist clients in understanding how policy operates in practice and in specific contexts, and identify key levers and high impact points in their system(s).
- Review local policies for alignment with best practices, model policies, and regulatory or statutory requirements.

Advance RMC Health

- Develop and maintain partnerships at a national, state, and local level.
- Participate in local, statewide, and national committees, task forces, and initiatives.
- Prepare proposals and present at local, state, and national conferences.
- Follow up with contacts and leads to generate business for RMC Health.
- Assist with drafting grant applications, scopes of work, and client proposals.

Experience, Knowledge, and Skills

- A strong background in and knowledge of adult learning theory and a demonstrated ability to work with diverse adult learners.
- Agility and creativity to design and deliver impactful trainings and professional development.





- Experience delivering professional development in multiple modalities, including in-person and synchronous and asynchronous virtual learning.
- Experience seeking and using data and feedback to improve learning outcomes.
- Familiarity with, and ability to incorporate, concepts such as educational and health equity; education and health disparities; social determinants of health; risk and protective factors; Whole School, Whole Community, Whole Child model; best practices; evidence based practices.
- Ability to maintain knowledge of best practices and emerging trends in training and professional development.
- Superb written, facilitation, presentation and interpersonal communication skills.
- Strong planning and execution skills, driven to produce on time, with excellent quality and within budget.
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities.

Qualifications

You'll be successful in this role if you have:

- A Bachelor's degree and a minimum of five years' experience in a relevant field
- Experience working in an educational setting (e.g. school, school district, state education agency), public health, health education, nonprofit/community based organization, or other relevant field
- Experience designing and delivering skill-building training and professional development
- Ability to travel, as needed, in-state and out-of-state (when safe to do so)
- Collaborative mindset and desire to support team members
- Asset-based orientation
- Learning mindset and continuous improvement focus
- Attention to equity and inclusion
- Skill to foster relationships with all levels of employees, partners, and clients
- Ability to thrive in potentially ambiguous and changing environment

Extra credit if you have:





- Master's degree in a relevant field
- Significant knowledge and/or experience in school health, public health, professional development, or related field

Compensation

The salary range for this role is \$48,000 - \$53,000, commensurate with qualifications and experience. The contract role does not include a benefit package, however should this position change to a permanent role at RMC Health, a benefits package will be offered, including medical, dental, and disability insurance coverage, 401(k) retirement saving plans, and a generous holiday/paid-time-off policy. RMC's office environment is relaxed and a culture of accountability allows for significant workplace flexibility.

To apply

Electronic submissions only:

If you're interested in joining our RMC Health team, email the cover letter and resume to employment@rmc.org, with "Professional Learning Facilitator" in the subject line by April 30, 2021. An ideal candidate will demonstrate experience with most of the responsibilities and skills described, while being open to growth and new opportunities. References are not required at the initial application phase but will be required of finalists.

RMC Health is an equal opportunity employer. RMC Health will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant, on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

