

Training Associate

Location: Los Angeles

Department: Education and Training

Description: SEIU-UHW is seeking a Training Associate in Los Angeles to work with the Union's leadership development programs. UHW's Education Department offers a range of programs including leadership development for worksite leaders and staff, continuing education, basic skills, and citizenship workshops.

The Training Associate performs a wide range of duties to develop and implement quality training programs to advance the goals of the Union.

With more than 130,000 members statewide, SEIU United Healthcare Workers-West is the largest, fastest growing healthcare union in California. We are caregivers from every sector of the healthcare industry, united to win better care for our patients and better lives for our families and ourselves.

Responsibilities:

SEIU United Healthcare Workers-West is an affirmative action employer; women and people of color are strongly encouraged to apply. a. Designing and implementing training programs for worksite leaders and union staff.

b. Writing curricula on a variety of topics such as member organizing, representation, political action, and train-the-trainer.

c. Conducting training and coordinating programs involving other trainers and presenters.

d. Supporting the leadership development of member-trainers and staff who teach in the department's programs.

e. Developing outreach materials and recruitment plans.

f. Coordinating the logistical arrangements for courses.

g. Completing needs assessments, maintaining accurate training records, and writing project reports.

Qualifications:

a. Experience as a union or community organizer or union field representative.

b. Excellent program development skills.

c. Demonstrated ability to write curricula, using a variety of adult teaching techniques appropriate for action-oriented education.

d. Excellent written and verbal communication skills, including the ability to write reports, make presentations, facilitate meetings, and conduct training.

e. Strong commitment to the labor movement and social justice work.

f. Good knowledge of Unions.

g. Ability to develop and maintain good working relations with diverse membership and staff.

h. Ability to inspire and motivate others.

i. Ability to take initiative, to work with a team, and to handle a fast-paced setting, multiple projects and tight

deadlines

j. Ability and willingness to work long hours, including evenings and weekends, and traveling over a statewide geographic area.

k. Proficiency in Word and PowerPoint, as well as working knowledge of spreadsheets and database software.

l. Must possess and maintain an automobile, valid driver's license and insurance.

**Submission
Instructions:**

Please submit resume via email to recruiter@seiu-uhw.org