



TOGETHER WOMEN RISE

Collective action for global gender equality

Title: Trainer
Reports To: Volunteer Manager
Department: Membership

Status: Volunteer
Location: Remote/Virtual
Term: Two Years

Organization Overview

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

Position Summary

The Trainer plays a key role in providing consistent training and onboarding to new Chapter Leaders to ensure the chapter's success and sustainability in contributing to Together Women Rise's mission. The Trainer may also assist the Volunteer Manager in refresher training for existing Chapter Leaders. This position works primarily on their own, with some opportunities to collaborate with other Trainers. This position reports to and takes direction from the Volunteer Manager.

Essential Responsibilities

Conduct online orientation sessions for new Together Women Rise Chapter Leaders. The Trainer utilizes orientation materials provided by the Volunteer Manager to communicate essential mission and operational information in an engaging, clear, and concise manner.

Volunteer Duties May Include:

- Preparing for online orientation sessions and reviewing updated Rise policies and procedures.
- Assisting in maintaining records of all orientation sessions and Chapter Leaders onboarded.
- Facilitating all orientation sessions by presenting information in an engaging and instructive manner.
- Answering Chapter Leader questions during orientation sessions.
- Providing feedback and suggestions for training improvements to the Volunteer Manager.
- Possible hosting or assisting in refresher trainings for existing Chapter Leaders, when necessary.
- Attending all onboarding trainings and any supplemental trainings needed to fulfill the role.
- Committing to facilitating at least six virtual orientation sessions per year.
- Providing sufficient notice of any absences so Rise can find a replacement for any missed shifts, and filling in for other Trainers when available.

Skills and Attributes:

- Strong communication skills, with interest in public speaking
- Experience utilizing online meeting platforms like Zoom
- Helpful, patient, and a good listener
- Flexible and creative, enjoys problem solving
- Responsive and reliable
- Passion for global gender equality, and a commitment to equity, inclusion, diversity and accessibility
- Familiar with Microsoft Office applications including Outlook, Excel and PowerPoint
- Previous experience in training, teaching, coaching, or human resources helpful

Time Commitment:

- Facilitating at least six virtual 2-hour orientation sessions per year (bi-monthly)
- Preparation and follow up for each orientation session
- Annual training and evaluation meetings with the Volunteer Manager and other Trainers, as required
- Estimate: 4-6 hours every other month, after the completion of training for the role

This position requires a two-year term, which can be renewed upon mutual agreement between the volunteer and Together Women Rise.

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