



Position: **Training Specialist**

Overview of Responsibilities:

The Training Specialist works in the Organizing Department and has primary responsibility for the training and talent development operations of the Michigan AFL-CIO and its federated divisions. The Training Specialist, in collaboration with the External Organizing Specialist, will build an organizing and training strategy to reach objectives and fulfill department goals by working with local unions, local labor bodies, the State Federation, and the National AFL-CIO and its national and international unions.

The Training Specialist will facilitate local unions in running effective year-round workplace centered issue education, training and mobilization programs with their members. In the course of training local union leaders and activists, the Training Specialist will be responsible for identifying and recruiting activist talent to contribute to the overall program. The Training Specialist will also be responsible for executing workplace health and safety training on behalf of the Michigan AFL-CIO Workforce Development Institute as funding allows.

This position reports to the Organizing Director and will work in collaboration with the National AFL-CIO as part of a national cohort of training specialists who will all be working towards a goal of building and executing a comprehensive, effective training strategy for local unions.

Responsibilities/Duties

The Training Specialist at the Michigan AFL-CIO will own the training and talent development operations of the Michigan AFL-CIO and its federated divisions. The position will be responsible for:

- Adapt and deliver targeted training programs to local unions, focusing on workplace issue based conversations, integrated with and coordinated with the larger issue and political, organizing and legislative campaigns of the Michigan AFL-CIO, central labor bodies, national unions and community partners in collaboration with the National AFL-CIO training programs.
- Work in partnership with the Organizing Institute, CLCs and constituency groups to develop member and staff leadership development and skills training programs that help organizational goals and participate successfully in union-wide organizing campaigns.
- Implement Common Sense Economics training and CSE Train-The-Trainer modules to educate union members and the general public about economic justice and grow public support for trade unionism.
- Deliver other train-the-trainer programs to local unions to maximize capacity for training delivery, including providing mentorship, support and accountability to newly developed trainers.
- Research and stay current on state and federal workplace safety standards, and develop and implement training programs to increase the number of employers and employees receiving occupational safety and health education, training and prevention services.

- Oversee logistics and all preparations for the training, including working with the local union staff to secure and staff a training location, audio-visual and other technology needs, printing, and training preparation for facilitators and trainers.
- Develop and maintain online learning management software to house training modules on organizing, messaging, leadership development, public policy education, and advocacy.
- Act as a project coordinator for all sizes and scope of campaign training in Michigan, including tracking progress for program completion.
- Responsible for providing regular updates on progress of the training programs, including detailed analytics and weekly and potentially daily numeric reports.
- Participate in a national training cohort and provide feedback, best practices and peer support.
- Implement internal training programs for staff in collaboration with the HR Director.
- Evaluate effectiveness of training programs and make recommendations for improvement.
- Service the demand that the local organizing specialist creates.
- Other duties as assigned.

Qualifications:

- Multi-year experience conducting adult education and training required preferably in a union or workplace context.
- Union members preferred.
- Familiarity with online training platforms preferred.
- Familiarity with and experience working with the field campaigns of the national or local unions, including expertise in union organizing, issue, electoral and community/union mobilization helpful.
- Commitment to an inclusive approach to training required. Comfortable conducting training work in a wide range of settings. For example, in union halls, classrooms, churches, virtually and in person.
- Capable of working independently as well as part of a team in both a lead and a mentor role.
- Effective time management skills, including demonstrated ability to manage and prioritize multiple tasks and projects.
- Ability to accept feedback and to provide feedback effectively and with sensitivity.
- Demonstrated ability to work well with a diverse range of co-workers, leaders and organizations and the ability to work effectively in politically sensitive environments.
- Must have own transportation and the ability to travel to a variety of local and state-wide locations.
- Ability to work long and extended hours.
- A spirit of creativity and innovation in developing programs and training.

How to Apply: Please submit a resumé and brief cover letter to work@miaflcio.org.

Compensation: \$40,000.00 - \$45000.00

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Diversity & Equal Opportunity

Our organization is an equal opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, Veteran, and disabled candidates are encouraged to apply.

Organization

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions that represents over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization established to unite labor leaders, policy makers, and the general public to educate and advocate around policies, programs and projects that can bring economic justice to the workplace and social justice to communities across Michigan.