



Position: **Training Specialist**  
**East Michigan Area**

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**Overview of Responsibilities:**

The Training Specialist is primarily responsible for the training and talent development operations of the Michigan AFL-CIO and its federated divisions. In collaboration with other staff, the Training Specialist will build an organizing and training strategy to reach objectives and fulfill department goals by working with local unions, labor bodies, the State Federation, 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 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 accountable for executing workplace health and safety training for the Michigan AFL-CIO Workforce Development Institute as funding allows.

This position reports to the Field Director of the Michigan AFL-CIO. It will be in a national cohort of training specialists who will all be working towards building and executing a comprehensive, practical training strategy for local unions. The Michigan AFL-CIO will determine the Training Specialist's work plan.

**Duties**

- Adapt and deliver targeted training programs to local unions, focusing on workplace issue-based conversations, integrated with and coordinated with the more significant 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 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 training delivery capacity, including 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 scopes of campaign training in Michigan, including tracking progress for program completion.
- Provide regular updates on the 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 the effectiveness of training programs and make recommendations for improvement.
- Service the demand that the organizing specialists create.
- Other duties as assigned.

**Qualifications:**

- Multi-year experience conducting adult education and training is required, preferably in a union or workplace context.
- Union members preferred.
- Familiarity with online training platforms is 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.
- Commitment to an inclusive approach to the 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 and 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 provide feedback effectively and with sensitivity.
- Demonstrated ability to work well with a diverse range of co-workers, leaders, and organizations and work effectively in politically sensitive environments.
- Must have own transportation and the ability to travel to various local and state-wide locations.

- Ability to work extended hours.
- A spirit of creativity and innovation in developing programs and training.

**Compensation:** \$48,000 salary. The Michigan AFL-CIO offers a competitive benefits package.

**Duration:** This is a grant-funded position through November 2024 with the potential of being extended.

**Start Date:** ASAP

**Applications Due:** Applications will be accepted on a rolling basis.

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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, veterans, and disabled candidates are encouraged to apply.

### **Organization**

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions representing 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 was 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 was established to combat economic and social injustice by connecting working people with resources within Michigan's charitable, educational, and legal systems.

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