



Provide, Inc.
Community Resource and Training Specialist
Remote Work, Full-Time Position

Provide is an equal opportunity employer. People of color, women, LGBTQIA+, Trans and Nonbinary people, and those with disabilities are strongly encouraged to apply.

Provide is seeking a persistent, data-driven community engagement expert with excellent training and facilitation skills for the role of Community Resource and Training Specialist (CRTS). Our ideal candidate has a strong understanding of how the intersections of systemic oppression (white supremacy, racism, sexism, ableism, classism, transphobia, etc.) negatively impact access to abortion and other stigmatized healthcare and can apply this understanding to a thorough investigation of the ins-and-outs of access in the communities and geographic regions where Provide works. This role supports the team in monitoring policies and laws that affect abortion access and other stigmatized care, nationally and locally. Internally, the CRTS will act as a resource to teammates, informing them about changes in the landscape that influence provider needs and supporting them in our response to these external access changes. This role is critical to the creation and dissemination of a library of external resources that aid our training participants in accessing the resources they need to serve the pregnant people in their specific communities—a key function of Provide’s programming in this post-Roe landscape.

About Provide

Founded in 1992, Provide is a national remote-work organization working to ensure that there is access to abortion, especially for those living in rural communities and Southern and Midwestern states. Provide educates and supports health and social service providers to be able to give the care and support those facing an unintended pregnancy need. Our work is rooted in the on-the-ground realities of people's lives and of the systems and resources that are available to them. We believe that everyone has a role in supporting access to abortion care and that by giving people the tools and resources to play their role we can transform the way abortion is experienced where improved access is needed most.

Description

This position is a full-time (40 hr/week) remote work position based in the US. This Community Resource and Training Specialist (CRTS) currently reports to the Director of Program Outreach and Engagement and is primarily responsible for ensuring that the external resources we recommend to providers are high-quality, thorough, and current. The CRTS delivers Provide’s abortion referrals training to providers and then works actively with trained

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participants and agencies to connect them with both internal and Provide resources. This work includes facilitating connections and relationships between providers that build their capacity to provide high-quality abortion referrals and implement other best practices for stigmatized care. The CRTS will work with the Program Development team to build and maintain lists and other tools that document and provide information about external resources to our program audiences. The CRTS conducts monitoring of and research about the landscape that helps inform critical programmatic shifts and development. Under the guidance of the Director of Program Outreach and Engagement, the CRTS creates and manages Provide's internal and external processes for researching, monitoring, documenting, and disseminating information about community resources, ensuring that they are clear, equitable, and efficient.

Responsibilities include, but are not limited to:

Implement Core Programming: – 65%

- **LEAD KNOWLEDGE DEVELOPMENT AROUND EXTERNAL RESOURCES TO PROVIDE PROGRAM AUDIENCES**
 - Develop and maintain extensive knowledge and documentation about non-Provide resources that support sites in institutionalizing best practices around stigmatized care, including abortion and cross-system referrals.
 - In collaboration with Program Development staff, support the creation and maintenance of a library of easily digestible, up-to-date, and state-specific resources on laws and public health policies relevant to abortion and other stigmatized care referrals.
- **ENGAGE TRAINING PARTICIPANTS & SITES**
 - Create and manage the internal systems and processes via which Provide supports trained participants and sites by ensuring they have the information about existing stigmatized care resources in their and surrounding communities to implement the best practices for abortion and other referrals.
 - Support trained and participants sites in building connections and relationship building between providers across systems of care and geographical boundaries in order to increase their capacity to provide high quality abortion and other stigmatized care referrals
- **DELIVER ABORTION REFERRALS TRAINING:**
 - Deliver flagship Abortion Referrals Training to healthcare and social service providers and other audiences to build support and champions for compassionate abortion referrals and other stigma-reduction practices
 - Execute all necessary logistical and administrative tasks necessary for the delivery of in-person and virtual referrals training
 - Ensure program quality, by participating in skill development opportunities relevant to excellence in training and facilitation,
- **DATA COLLECTION AND REPORTING**

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- Share insights and feedback with the Evaluation and Program Development team to ensure that training meets the needs of Provide’s audiences and is aligned with our intended impact.
- Execute necessary data collection and reporting for all provide events and training

Expand Programmatic Impact and Reach– 30 %

- **SUPPORT LANDSCAPE ANALYSIS & NEW AUDIENCE EXPANSION**
 - Monitor legal, policy, and regulatory activity that may impact the status of stigmatized care services in Provide’s program communities. as well as, the ability of health and social service providers to respond to the needs of pregnant people
 - Explore new opportunities to expand existing work, as directed
- **SUPPORT TOOL & CURRICULUM DEVELOPMENT**
 - Conduct background research for and support the development of ancillary materials for Provide’s curriculum and technical assistance offerings\
- **SUPPORT PILOT PROGRAMMING**
 - Facilitate other trainings and pilots in collaboration with the staff from the Program Development department, as needed
 - Learn new curricula and training and provide feedback to Program Development for refinement, as needed

Perform additional team responsibilities – 5%

- Provide logistical and technical support for non-ART trainings as requested
- Write reports (monthly updates, individual site training reports, quarterly individual reports and plans)
- Participate in organizational and department planning meetings, as requested
- Attends team meetings (e.g., division, all staff) via video conference regularly and with enthusiasm
- Represents Provide at conferences as requested
- Participate in visibility events, Provide staff and board meetings, professional conferences and meetings, and program activities as requested.
- Serves as a public representative of Provide as requested

Desired Qualifications

- **Capacity to travel for work**
- Professional experience in the non-profit or public sector with a background in community and/or program outreach and engagement and/or research and analysis
- **Investigation & Research:** Excellent investigative skills, including persistence, a strong sense of curiosity, resourcefulness, and demonstrated problem-solving and research skills
- **Partnership & Relationship Building:** Proven ability to actively cultivate, engage, and connect diverse people and activities working together toward a common goal and the

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ability to build trust in individual relationships across distances with a variety of stakeholders.

- Existing networks within primary health care, social services, reproductive health care, public health, rural health and/or abortion service delivery a plus
- **Facilitation & Training:** Demonstrated facilitation, training, and presentation skills required
 - Experience coordinating and providing professional education/training for health professionals is a plus.
 - Comfort and willingness to learn how to use virtual tools for training or teaching, organizing, outreach, and engagement activities is required
- **Writing & Reporting:** Good writing skills, including the ability to produce reports and document recommendations for internal audiences
- **Project Management:** Excellent project management skills, including the demonstrated ability to stay on top of multiple projects, plan backward, anticipates obstacles, identifies and involves stakeholders appropriately, uses resources wisely.
- **Collaboration:** Highly collaborative posture with effective interpersonal and communication skills,
- **Process-orientation:** Demonstrated ability and desire to create process and structure for the work when needed.
- **Commitment to social justice & racial equity:** Recognizes role of race, gender, and other identities in shaping health disparities, is driven to improve conditions, and proactively learns re: race, equity, and identity.

Other qualities that would make you a great fit our team:

- Approaches the work and professional relationships with curiosity, creativity, and a sense of humor, and high self-awareness and maturity
- Commitment to and excitement about Provide's core mission, values, and programs.
- Comfort and ability to function well in a remote work culture, including:
 - Proven success working independently and with a team.
 - Proficiency at administrative work (scheduling/facilitating meetings, database entry, creating spreadsheets, submitting expense claims, making travel arrangements)
 - Highly Proficient with MS Word, Excel, Outlook, and the use of the internet

Salary Range and Benefits

The Community Resource and Training Specialist position is a full-time position, with the annual salary of \$63,000. Provide offers a generous benefits package, which currently includes: Group health and dental coverage, 403b plan with company match, stipend for productive workspace and internet and cell phone allowance, long and short-term disability insurance, group life insurance, and paid time off. Paid time off includes: 12 paid holidays per year (with flexibility/floating holidays) PLUS paid Winter Holiday from Christmas Eve through New

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Year's Day, 15 vacation days per year, 10 sick days per year, monthly paid Wellness Days, paid parental leave, jury duty and bereavement leave, and paid emergency leave.

An important note about equitable pay and the posted salary: It is well researched and documented that the process of salary negotiation is uncomfortable at best, inequitable at worst. Provide is committed to fairly and equitably compensating our team members from day one. Therefore, the posted salary and benefit package is our best offer. We have done a considerable amount of research to ensure the salary offered with this position is within the industry range for the skill set and experience we are seeking. It's important to understand that there will be no salary negotiations should an offer be extended. We live by this practice as a demonstration to other organizations that equitable, transparent, and upfront conversations about salary attracts well qualified talent.

Location

Provide staff are remote workers and we do not have a physical location. This is a remote position for an applicant based in the United States and who can work with others on a remote team. We estimated travel at 30-50% for external trainings and meetings and occasional conference and internal meetings. NOTE: Provide is currently operating under a non-mandatory travel policy; therefore, staff members may or may not travel for work based on their own comfort level.**

Apply

To apply, please send along your **cover letter and resume** to jobs@providecare.org. The **writing sample** (2-5 pages in length) should be from a report or other document you have previously written that communicates evaluation findings, with any identifying information about organizations or individuals redacted. The sample should provide evidence of your ability to analyze, interpret and present data in written form.

No phone calls, please. Interested candidates are encouraged to apply immediately. Please note that only candidates selected for an interview will be contacted.

About the Hiring Process

Selected candidates can expect one 30-minute screening, and two hour-long 'deep dive' panel interviews with various Provide staff. Final candidates will be provided a written scenario and asked to submit a brief written proposal in response. Specific instructions will be provided to finalist candidates. Interviews will be conducted on a rolling basis with hopes of concluding the process before the Thanksgiving holiday.

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Equal Opportunity Employer

Provide is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. Provide believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

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