



Provide, Inc.
Outreach and Training Manager
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 an experienced community engagement professional to manage training delivery and partnership building for Provide's core programming. The ideal candidate will have a robust background in community and program outreach and will be a dynamic, highly skilled trainer and facilitator. The Outreach and Training Manager (OTM) will play a critical role in engaging and building relationships with the external stakeholders who live and work in the areas we serve to ensure that Provide understands show best to support the providers and people in these communities. The OTM will also contribute strategically and creatively to questions about who, where, how, and why we deliver our programs. We are looking for someone who is comfortable and skilled at bringing an analysis of inclusion, equity, justice and power to program and community engagement work and can compellingly communicate Provide's vision to our program partners.

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. The Outreach and Training Manager currently reports to the Director of Program Outreach and Engagement and is primarily responsible for planning, managing, and executing the delivery of Provide's training programs. The Outreach and Training Manager (OTM) will conduct research and create, document, and internally vet recommendations that inform to whom and how Provide administers its core programming. The OTM will also mobilize and engage Provide participants to better facilitate supportive referrals across systems of care for clients who are recipients of and/or seeking abortion and other stigmatized services. The OTM will identify and build relationships with potential program partners to identify how best to support these

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partners and to facilitate the expansion of Provide's organizational and programmatic reach and impact.

Responsibilities include, but are not limited to:

Implement Core Programming: - 60%

- **MANAGE AND DELIVER TRAINING PROGRAMS:**
 - Create and document strategy and plans for the execution of training delivery initiatives and partnerships, particularly for in-person and virtual Abortion Referrals Training
 - In collaboration with other training staff, 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
 - Create internal systems for and manage all logistical and administrative tasks necessary for the delivery of in-person and virtual referrals training, ensuring smooth training delivery for all training staff
 - Manage necessary pivots in program delivery in the current abortion landscape, particularly for the Abortion Referrals Training
 - Ensure quality program delivery by working with Program Development, Evaluation, and Communications to set, maintain, and evaluate benchmarks for impact and presentation of the program.

- **ENGAGE TRAINING PARTICIPANTS & SITES**
 - Support trained participants and 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
 - Support 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.

- **MANAGE DATA COLLECTION AND REPORTING FOR TRAINING PROGRAMS**
 - In collaboration with Evaluation staff, ensure outreach and engagement staff are fully informed and prepared to implement appropriate data collection and reporting process and practices for Provide events and trainings
 - 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.
 - Work with Program Development, Evaluation, and external training partners on training assessments and implementing delivery, as well as disseminating Provide's tools and resources

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Expand Programmatic Impact and Reach- 30 %

• SUPPORT STRATEGIC PARTNERSHIPS WORK

- In collaboration with the Director of Program Outreach and Engagement, engage external stakeholders in partnerships and collaborations that result in strategic improvement of Provide's organizational position and the delivery of Provide programming to wider audiences.
- Identify and engage partners to build their capacity to support pregnant folks across the country and change the story of access within their own communities.
- Represent and present Provide's work at conferences, coalition meetings, and with national, state, and local stakeholders as needed to initiate and maintain partnerships and move program work.

• CONDUCT PROGRAM OUTREACH

- Identify and execute creative and standard virtual and in-person engagement strategies (i.e. networking events, conferences, other events, phone calls, office visits, handwritten notes, etc.) to build and nurture relationships between individual/organizational partners and Provide; and to build buy-in and commitment from these partners into the work of removing barriers to abortion and other stigmatized healthcare.
- In collaboration with other staff and departments, execute tasks related to implementing, evaluating and refining Provide's outreach and engagement and communications strategies to ensure we achieve organizational and department goals around program delivery, participation, and engagement.
 - Includes occasional contribution to communications content development (e.g., blog posts, promo videos, etc.), as requested.

• 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 - 10%

- 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

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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
- **Partnerships & Relationship-Building:** Demonstrated ability to connect with individuals and build relationships with sites we work with and those organizing communities around abortion access.
 - Works well with diverse or marginalized populations;
 - Can bring in allies across diverse communities.
 - 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 managing 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
- **Strategic Thinking:** Demonstrated capacity for thinking strategically about spotting opportunities and thinking of smart ways to expand training and connect with partners.
- **Project Management:** Excellent project management skills, including the demonstrated ability to stay on top of multiple projects, plan backward, anticipate obstacles, identify and involve stakeholders appropriately, use resources wisely.
 - This includes an ability to produce reports and document recommendations for internal audiences
- **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

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- Comfort with using technology for collaboration

Salary Range and Benefits

The Organizing and Training Manager position is a full-time position, with a salary of \$72,000. 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 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.

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.

Equal Opportunity Employer

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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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