

# GROUNDSWELL

We shape tomorrow.

1801 E. Edinger #115, Santa Ana, CA 92705 | 714.480.6570 | wearegroundswell.org

## EMPLOYMENT OPPORTUNITY Human Relations Training Specialist

Accepting Applications on a rolling basis

Send cover letter and resume to: Seema Shah at [seema@wearegroundswell.org](mailto:seema@wearegroundswell.org)

*Please submit cover letter and resume in **pdf** format.*

In collaboration with Groundswell's Training Team, this position will support the research, development, expansion and delivery of comprehensive curriculum through presentations, workshops, training and consulting. This position requires frequent travel throughout Orange County, Riverside County (2-3 days a week), and occasionally outside of the Southern California region. 50-75% of this position involves in-person facilitation/training. Under the general supervision of the Director of Training or designee, this position will perform, as follows (but not limited to):

### **CORE DUTIES**

- Help with the development and facilitation of the following training topics: Implicit Bias; OC Civil Rights History; Restorative Justice; Conflict Engagement and Resolution; Levels of Racism; Racial Equity; Cultural Responsiveness; DEI and Belonging; etc.
- Support the development of more equitable workplaces through training and consultation with clients.
- Co-develop strategic vision for expansion of antiracist programming with continual conversations/dialogues about systemic racism, white supremacy & seeking ways to dismantle it.
- Partner with colleagues across the agency to facilitate trainings and take responsibility for cross-team collaboration.
- In consultation with the Director of Training, provide all aspects of assigned duties; maintain records to assure contracts/projects are within budget; participate in collaborative planning processes; identify creative solutions to complex human relations issues; take responsibility for overall coordination, development and execution with a minimum of supervision.

### **SUPPORT DUTIES**

- This position may require collaboration with other teams to support conflict resolution, restorative practices, mediation and/or conciliation process to address individual and group conflict cases like neighborhood disputes, racial/ethnic tension, and division among diverse communities/organizations.

### **MINIMUM QUALIFICATIONS**

3-5 years of increasing experience demonstrating the knowledge and abilities below.

#### Intermediate to Advanced Knowledge of:

- Human and civil rights issues that different racial, ethnic, religious, LGBTQ+, immigrant communities, among others, are facing.
- Diversity, Equity and Inclusion practices and programming, including knowledge of racial justice, social justice and intersectionality.
- Leadership development techniques geared toward training diverse groups including nonprofit, educational, corporate, government and grass-roots communities.
- Collaboration, mentoring, and team building.
- Microsoft Office, Canva, Zoom, Salesforce

#### Introductory Knowledge of:

- Methods for teaching cross-cultural relations and respect towards all people regardless of race, religion, national origin, ethnicity, disability, age, gender/gender identity, sexual orientation, socio-economic status or marital status.
- Dynamics of intergroup relations, problem solving techniques, mediation/conciliation methods.

### Ability to:

- Facilitate interactive trainings and workshops for a variety of human relations and social justice topics at multiple engagement levels (introductory, intermediate, advanced).
- Facilitate trainings and workshops alone or with a partner.
- Work and communicate with our diverse staff, volunteers, and community members at large.
- Use Emotional Intelligence in working with sensitive problems involving divergent viewpoints.
- Be comfortable with naming power dynamics and navigating resulting discomfort at all organizational levels.
- Respond with empathy, respect, curiosity, and confidentiality in all situations.
- Work with businesses, schools, governmental agencies, nonprofit organizations and other community members in a respectful and diplomatic manner.
- Work independently, be well organized and able to work on multiple projects.
- Create and update written content and presentations.
- Flexibility to work some evenings and weekends.

### **EMPLOYMENT PACKAGE**

The full-time position annual salary range is between \$55,000 - \$65,000.

Full benefits include health, dental, vision, 401(k), life insurance, 9 sick days, 16 paid holidays, 10 paid vacation days, and others.

### **Organization Profile**

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*Groundswell, the new name of OC Human Relations Council, envisions a world where belonging is co-created and experienced by all. We do that by bringing diverse people together to build a more equitable future. Systemic inequities lead to differences in understanding and experiences, and ultimately to conflict and hate, which further fuels systemic inequity. Therefore, we:*

- *Bring people together.*
- *Partner to prevent and respond to conflict and harm.*
- *Provide training, tools and support for leaders.*
- *Change the narratives.*

*We aim for institutional change. Our work leads to changes in attitudes and behaviors, a reduction of hate activity and harmful conflict, and ultimately an increase in equitable outcome.*

*At Groundswell, we practice the following values that guide us in driving change:*

- *Everyone Can Lead - We challenge traditional views of leadership by supporting and encouraging all people, especially those at the margins, to lead positive change.*
- *Doing with, not doing to nor doing for - We aim to strengthen relationships, prevent harm, and promote healing through a restorative justice lens and the use of restorative practices.*
- *The Power of Relationships - We strive to work in partnership with others, show up authentically, and build trust in our interactions.*
- *Leading with Curiosity - We approach challenging issues with empathy and inquiry instead of blame or punishment, because everyone makes mistakes.*
- *Inherent Human Dignity - Everyone is in the circle of concern, and we are eager to engage with groups and individuals who honor human dignity.*

*Groundswell is an equal opportunity employer.*