

The Transgender Training Institute

TRAINING TEAM POSITIONS

The Transgender Training Institute (TTI) is a small, trans-owned company that provides training and consulting services by transgender and non-binary educators for a wide range of clients and learners around the United States. At TTI, we believe that teaching is a craft that requires high level of skill, compassion, imagination, and content expertise. **TTI's approach is one of meeting participants where they are, and providing education that encourages, inspires and supports them in their growth.** We work with clients and participants from United States-based settings including: K-12 schools, Higher Education, Non-Profit/Social Services, Public Health, Medical/Mental Health, Business/Workplace, and beyond. Our Training Team is comprised of educators whose values and approach are consistent with TTI's, who have experience with facilitating trans-related content, and embrace growth opportunities to grow as a facilitator. As a team, we work together to support each other in delivering the best content and participant experience that we can, and to support the overall success and growth of TTI.

TTI is currently seeking to hire 2-3 additional educators for our Training Team, to start in September 2021. These positions require educators who identify as transgender or non-binary, are passionate about education and training as a means of social change for transgender and non-binary individuals and communities, and who participate in this work as a part of greater anti-oppression movements. Extensive knowledge about the range of identities and experiences within transgender, non-binary, gender non-conforming, and related communities, and ability to communicate that knowledge for 101 audiences is essential. Teaching or training experience with trans-related content is required. We are particularly interested in hiring trainers who have experience working in K-12 schools, health/elder care facilities, medical & mental health providers, business/workplace settings, and/or trainers who have worked in or accessed services through social services/CBOs/non-profits.

Experience with lesson planning or curriculum design is appreciated, but not required. We ask that all training team members be willing to facilitate 101 level trainings, but we welcome trainers who work with specialized audiences and/or want to provide higher-level content matter expertise as well. All TTI team members must be committed to personal and professional growth around dismantling the oppression of *all* marginalized peoples, and be prepared to call attention to and uplift other marginalized communities within training sessions and related work.

Team members often co-facilitate virtual sessions, but there are also solo opportunities, so being able to work both individually and collaboratively is essential. We anticipate that the majority of our work will remain virtual moving forward, however we are also considering in-person requests on a case-by-case basis, and anticipate that we will resume doing more in-person work in the fall. (No trainers will be required to teach in person if they do not want to or feel safe enough to do so.)

The Transgender Training Institute
PO Box 11713 | Philadelphia, PA 19104
267.225.7845 | info@transgendertraininginsitute.com
www.TransgenderTrainingInstitute.com

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Hiring Priorities:

In alignment with our values and desire to have a team that represents the depth and breadth of trans and non-binary communities. For this search we do not anticipate hiring anyone else who identifies as white or cisgender. We encourage people who hold these identities to wait for future searches as an act of solidarity. We are encouraging transgender, non-binary, and/or Two-Spirit people who are Black, Brown and/or POC, particularly women and femmes to apply. (If you are interested in learning more about how we established our priorities and the language that we are using to describe them, [we invite you to read our blog post on our hiring priorities here.](#))

Duties:

- Prepare all training materials (training agenda/plan, powerpoint, handouts, etc.) in cooperation with our Curriculum Coordinator in advance of the training, on a pre-determined timeline that allows for advance review and feedback from other team members.
- Proactively determine what supports/meetings are needed to facilitate a successful training and work with Training Team members, moderators, and the Admin Team to coordinate these pieces.
- Facilitate high-quality training that engages participants in a compassionate way and provides accurate and affirming information about transgender and non-binary identities, experiences and communities.
- Moderate training sessions for other team members as needed/when available.
- Respond to training requests and other contact from our Training & Curriculum Coordinators within 24-48 hours.
- Check and respond to TTI email regularly -- ideally daily, but at minimum 3 times a week.
- Attend and participate in monthly team meetings, where we review our recent trainings to identify opportunities for growth, plan for future trainings, and check-in about TTI's operational goals. (Meetings are held from 1-3 PM ET /10AM-12PM PT on the first Friday of the month, with additional Fridays scheduled in advance for team Professional Development, and the occasional 5-hour Training Team Summits.)

Requirements:

- A well-functioning computer that can run Zoom software and GoogleSlides smoothly. (Due to limitations in the Zoom software, it will not be possible to use phones, ipads, tablets or chromebooks for this role.)
- A consistent and reliable internet connection.
- Access to a quiet/low interruption space with a professional background (or TTI virtual background) to be used during live sessions.
- A commitment to contributing towards a mutually supportive, healthy workplace where we can be our full selves and set each other up for success.

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Hours:

Training hours will depend on the specific needs of the site, and will be communicated in advance, when offering you the training/course/webinar. We do our best to confirm dates for client work at least 4-6 weeks in advance, but it is sometimes as a little as 2-3 weeks. We plan our webinars and courses 3-4 months in advance. There are occasional weekend and evening sessions, but a majority of our live sessions occur between the weekday hours of 12-6 PM ET /9AM-3PM PT. Please note that we are seeking trainers who are comfortable with contract work and have a lot of flexibility in their schedules. The current openings are not a good match for people who are full time employees with traditional hours looking for part time work on the side, or people who are seeking interim/contract work while trying to find full-time employment.

Pay:

This position is paid as contract position. (This means you are paid per training gig, that taxes will not be withheld, and that you will receive a 1099NEC at the end of the year that documents what you have earned through TTI.) One of TTI's core values is that we as trainers deserve fair compensation for our lived experiences and expertise, and we are committed to ensuring that our work is well compensated. We do our best to let you know what the pay rate, schedule, (travel, if applicable) and related info will be at the time that we offer you the training, and if we do not yet have that information, we will communicate when we expect to know. You are never obligated to accept a training request if it does not match your needs/schedule/desires.

Currently, pay is on a per training basis and varies greatly depending on the budget of the site that we are working with, but always do our best to negotiate fees that honor our team's talent and experience. All team members receive 55% of the training fee/income, and the remaining 45% stays with TTI to pay the bills, pay the admin team for the work of running TTI, and investments to keep us sustainable. Work that is completed on an hourly basis (such as for team meeting attendance or moderating a training for a teammate) is paid at \$30 per hour. The amount of money that trainers earn depend largely on the amount of availability, flexibility in working with a wide range of clients, and the number of clients reaching out to us. TTI is unable to guarantee income, but depending on the factors above, most trainers make between \$4,000-20,000 a year through TTI. We are currently unable to provide healthcare benefits.

Our Hiring Process:

We know that applying for jobs can be exciting and stressful, and that it can be helpful to know the pace of a hiring search. While the lived reality may result in changes, our anticipated/ideal timeline is:

- Applications Due for Priority Review: July 9th
- Invitations for Interviews: The week of July 16th

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- First Interviews: July 26-Aug 5th
- Second Round Interviews/Teachbacks: Aug 9th-18th
- Reference Checks & Final Decisions: By Aug 31
- Onboarding Paperwork: By Sept 13th
- Start date: September 20
- Required TOT attendance: Sept 27-30th (12-6 PM ET / 9AM-3PM PT)

We will contact everyone who applies for this role, and appreciate your patience. If you have questions about this position, please email our Operations Coordinator, Amanda LuBrant at operations@transgendertraininginstitute.com. Thanks for your interest!