

Field Trainer Job Description

Organizational Overview:

Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

Position Overview:

Latina Institute seeks a bilingual (Spanish-English) Field Trainer to join our Community Mobilization department. The Field Trainer will collaborate with our national team to plan, prepare, and deliver grassroots leadership trainings using Latina Institute's reproductive justice curriculum. They will play a central role in implementing the organization's primary educational activities — including the Latinas Organizing for Leadership & Advocacy (LOLA) training, Leadership Development Institute (LDI), and other virtual and in-person learning opportunities.

This role will plan and deliver accessible grassroots leadership trainings, support curriculum updates, and represent the organization in virtual and in-person settings.

The ideal candidate is bilingual, organized, able to manage multiple priorities, and builds trust with grassroots leaders. They work well collaboratively, take initiative in leading trainings, and are receptive to feedback. This position reports to the Associate Director of Education and Training.

Employee Status: Full Time, Exempt

Flexible* 40 hours per week, typically Monday through Friday between 8am – 6pm EST

Location: Remote but ability to travel nationwide is required.

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this particular role, you will need to travel nationwide for meetings, events, and work sites.

Responsibilities include (but are not limited to):

Training Facilitation

- Lead and co-facilitate national and state-level trainings.
- Prepare staff and partners to deliver training content, including train-the-trainer sessions.
- Deliver presentations to activists, staff, funders, partners, and external audiences.
- Facilitate small- and large-group sessions using popular education methodologies.
- Support the national team in understanding and documenting activists' learning journey and database usage.

Content & Resource Development

- Collaborate with the Associate Director of Education and Training to develop new content and facilitation guides for online/digital and in-person learning.
- Ensure resources are culturally relevant and accessible, including accurate translation and adaptation for Latine communities.
- Provide feedback on the effectiveness of modules and recommend improvements.
- Partner with the Communications team to ensure consistent language, tone, and branding across presentations and materials.
- Maintain and organize educational content to align with the organizational leadership development model.
- Update and improve training modules, learning series, virtual cafecitos, and other materials to ensure completeness and accessibility in English and Spanish.
- Ensure all materials include facilitator guides and are available for both online and in-person learning.

Administrative Support

- Collaborate with the Associate Director of Education and Training to develop work plan goals and report on outcomes.
- Track and reconcile expenses for training activities, travel, and lobbying efforts as required.
- Develop and deliver presentations for partners, funders, and external audiences in virtual and in-person settings.
- Provide technical support for key tools and platforms (e.g., MS Office, Teams, Zoom, social media live platforms).
- Contribute to ongoing departmental projects, planning, and operations.

What You Will Need to Be Successful:

Required:

- 2–5 years of professional experience in training/facilitation (preferably in community settings).
- Proficiency in English and Spanish including speaking, reading, and writing.
- Experience working with diverse or historically underrepresented communities
- Skilled in facilitating small- and large-group activities, using popular education methodologies.
- Strong organizational, communication, and public speaking skills.
- Ability to travel; valid driver's license.

Preferred

- Demonstrated ability to work as a team player, accept constructive feedback, and maintain positive relationships.
- Knowledge of reproductive justice.
- Proficient with Microsoft Office Suite and PowerPoint.
- Experience in online trainings using Zoom, Facebook and/or Instagram Lives.
- Basic knowledge of video editing and production.

- Familiarity with activist databases (EveryAction, VAN).
- Bachelor's degree (education, communication, nonprofit, public health, or social work a plus).

Salary Range: \$60,000 - \$65,000

Benefits: The Latina Institute offers excellent benefits for our employees. Some highlights of our comprehensive package of include:

- Medical, dental, and vision plans
- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant – Field Trainer**

National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.