



## **Training & Program Director Job Description**

### **About Coro**

Coro Southern California is a nonpartisan nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With substantive programs for youth, recent college graduates, and professionals, we cultivate emergent leaders at all stages of their lives and careers. Graduates come away from Coro with a deeper understanding of how the region works, the leadership skills to contribute to its success, and a network of engaged and influential alumni to help them reach their goals.

Coro is a collaborative community with a shared belief that a single person, with the right knowledge, skills, and network, is what will make Southern California a better place for all who live and work here.

### **About the Position**

The Coro Training and Program Director manages new and existing programmatic opportunities and support aspects of Coro's existing programs, including the Youth Fellows Program, Lead LA, and Women in Leadership. The Program Director plays a critical role within the programs team, leading the launch of Coro's Women in Leadership program in new Southern California territories and expanding the work of Coro's contract training arm, CoroX. This position reports to the VP of Leadership Programs and Training.

### **Job Responsibilities**

#### ***Program Design***

- Design and develop curriculum intended for multiple audiences utilizing the Coro methodology as a framework
- Evaluate, update, expand and organize program curriculum resources
- Design and implement innovative contract training opportunities through Coro's external training practice, CoroX
- Devise outreach strategies and design communication to potential participants, current program cohorts, alumni, and other stakeholders

#### ***Program Management***

- Direct the Coro Youth Fellows Program, a summer program for high school students. Responsibilities include cohort communication, curriculum development, field visit preparation and seminar training
- Direct and implement the expansion of Coro's Women in Leadership in new Southern California territories



- Lead participant recruitment efforts for Coro's Women in Leadership program expansion
- Create and manage custom part-time program initiatives and contract training opportunities as part of CoroX, including but not limited to, implementing business development strategies, writing proposals, and communicating value to partners
- Support program recruitment for other Coro programs including Youth Fellows Program and Lead LA
- Expand and update program marketing materials
- Facilitate Coro trainings across programs, including but not limited to, Lead LA, Women in Leadership, the Fellows Program in Public Affairs, and additional part-time training opportunities
- Oversee all administrative aspects of executing an effective program

### ***Program Evaluation***

- Develop and expand program evaluation tools and processes
- Communicate program outcomes effectively through verbal, written, and visual materials
- Employ a qualitative research methodology to assess long-term impact of Coro programs on participants in the Southern California region

### ***Stakeholder Management***

- Cultivate and maintain strategic relationships with program partners, organizations, and individuals to expand Coro's training portfolio and impact
- Track partner engagement and opportunities utilizing Salesforce database systems

### ***Desired Qualifications***

- BA or BS Degree required
- Advanced degree preferred
- Demonstrated experience in program development, facilitation, and evaluation
- Strong verbal and written communication skills
- Strong project management skills
- Comfortable with autonomy and directing own projects
- Flexibility to adapt to changing demands and priorities

**Salary:** \$63-67k, commensurate on experience

### ***Apply***

To apply, please send resume and cover letter to Jenny Vazquez-Newsum, VP of Leadership Programs and Training, at [jenny@corola.org](mailto:jenny@corola.org).