



Rare's Mission

To conserve imperiled species and ecosystems around the world, Rare inspires people to care about and protect nature.

A Rare Approach

At Rare we believe that people are our most important resource. Conservation ultimately comes down to people and their behaviors toward nature. For nearly four decades Rare has designed programs that benefit both people and the planet. We have been successful because of the talent that makes it all possible. We are committed to providing our employees with a unique and inspirational professional culture. We invite you to search through our open positions and join us in our quest for continued impact.

We have the high energy and dedication of a company on an exciting trajectory. We truly are on a mission to make sure employees work in a dynamic environment where innovation thrives.

What is Rare Talent?

We're seeking people who are smart, fun and get things done. Rare is an entrepreneurial organization, so we're looking for people who are resourceful, creative and enjoy being challenged intellectually. Working at Rare gives you the chance to make a difference every day and contribute to addressing global conservation challenges while working alongside culturally diverse and driven colleagues.

No phone calls, please. The fastest way to get a response is by applying online:

<http://rareconservation.org/career-and-internship-opportunities>



Regional Training Director, Latin America

Program Management | Guadalajara, Mexico

Location: Guadalajara, Mexico
Travel: 30% annually, up to 50% at peak times
Reports to: Regional Director, Latin America Program
Last Updated: January, 2012

Position Background

Rare's Latin America regional team is seeking an extremely talented adult learning specialist with multi-cultural experience. The Regional Training Director's overarching goal is assurance of Rare's program impact, by building the human performance of the region's staff and partners to achieve quality delivery of our complex programs. They will continually assess, select, develop, and improve our program learning strategies. The position's main internal client base is composed of the Program Directors and Managers who deliver our programs by working with (via training and coaching) Rare's community partners. The position's primary external clients are our community partners - the Conservation Fellows and the Agencies they work for.

Working in close collaboration with the Regional Vice President, fellow Regional Directors, and the Cross-Regional Training Management Team, the Regional Training Director will:

- (1) Lead the training component of region's field programs: oversees development and delivery of the learning strategies of each cohort of Pride campaigns;
- (2) Lead regional team communication and training processes: facilitates regional team communications, meetings, team member on-boarding and training and development; and
- (3) Partnership with Global Programs and other regions: acts as the region's primary liaison with Rare's global Training Director and participates in cross-organizational Training Management Team.

The successful candidate will possess considerable personal capacity, and have facility with a range of project management and learning design and management tools. Their experience in adult pedagogy will run the full gamut from curriculum and session design, through trainee capacity assessments, to training venue selection and preparation, training delivery and classroom management. They will possess the management maturity, credibility, strategic judgment, presence, interpersonal and influence skills to join other Regional directors and the regional Vice President to lead a growing team.

This Director must have a clear focus on success, yet have the flexibility and propensity for fun to be an effective team member. They will be concerned with the success of the team and our



programs, not with personal status or recognition. They will have the diversity of experience needed to work effectively in the varied cultures of developing countries. This position offers an exceptional opportunity for an entrepreneurial project manager to significantly impact the success of the existing programs, while influencing the team's ambitious plans for growth.

Primary responsibilities:

Lead the training component of region's field programs:

Rare's core programs consist of "cohorts" of 12 Pride campaigns. Over a 2 year period during, the 12 Conservation Fellows in each program receive 17 weeks of Master's level classroom training and approximately 85 weeks of remote and in-person mentoring and coaching to apply their training to implement the program in their communities. Through Rare's partnership with the university of Texas El Paso (UTEP), the classroom training and select field-execution project documents (e.g. community surveys, project plans, project monitoring reports) are graded as Master's degree deliverables, affording many Conservation Fellows to earn a Master's degree in Communications for Conservation upon completion of this program. This core 2 year implementation phase is preceded by a program development phase lasting for approximately 18 months and followed by an alumni phase lasting for several years. During the *Cohort development phase* the Training Director is responsible for designing and helping to execute partner recruiting and familiarization workshops and for developing a comprehensive learning strategy for each cohort. During the *Cohort implementation phase*, the Regional Training Director leads the Cohort team to deliver the academic portion of a 2-year Masters-accredited course, providing direct program and team oversight during training phases. Specific responsibilities include:

- Function as the team expert on the Pride curriculum, including a comprehensive knowledge on the objectives, content, tools, deliverables, methodologies, grading processes, etc.
- Serve as team expert in the areas of adult education, session development, facilitation, ESL education, and classroom management.
- Draw on a strong training toolkit to conduct needs assessments, plan learning strategies, develop customized training, ensure learner-centered methodologies, employ innovative and pedagogically-sound teaching/learning tools, train trainers, design workshops, and manage highly-varied content.
- Articulate and regularly communicate to the team the training methodologies, tools, and standards.
- Manage classroom by setting and administering the teaching schedule.
- Manage classroom by attending all university sessions and linking topics/tools/objectives/gaps/skills gaps/etc.
- Lead team in managing coursework, assignments, timelines, workloads, grading processes, UTEP relations with regionally-assigned professor, local university relations, etc.
- Identify and/or manage subject matter experts (objectives and teaching methods).

- Impart technical support to ensure skills development during field phases (distance learning, training refresher emails, etc.).
- Conduct periodic site visits to assess participant skills as they relate to the learning strategy and training objectives.
- Ensure world-class standards in all areas related to training development and implementation in the regions.
- Develop mechanisms for training evaluation (and adaptive management during learning phases).
- Teach select (approximately 20-30% of course sessions),
- Review and approve all customized lessons/coursework (relevant objectives, pedagogically sound, time, etc.)
- Coordinate with team coordinator on classroom set-up, training materials, equipment, etc.
- Manage the feedback process between regional team and Global Programs.
- Report on progress/impact of training activities in team calls. Communicate training activities and reports with key external partners/stakeholders. Share final outcomes and 'lessons learned' with other regions, via weekly newsletters and other mediums.
- Manage the training budgets, as outlined in cohort business plan.
- Serve as technical expert for the design of all new workshops, staff training, alumni training, etc.

Lead regional team communication and training processes:

Rare's Latin America regional team is currently composed of 21 staff, interns and contractors with varying experience levels, backgrounds, and nationalities located across 3 countries. We expect this team and the programs it delivers to grow considerably in the coming years. To facilitate team performance, the Regional Training Director will be responsible for supporting the regional Vice President with intra-team communications, designing and overseeing regular team meetings and other communication and coordination processes. They will also lead the on-boarding of new team members and advise on ongoing team member training and development.

- With other Regional Directors, the Regional Vice President and the Regional Coordinators, oversee the agenda development, scheduling and participation in regular team meetings, and periodic team retreats. Develop and implement other team communication and coordination processes.
- Champion the inclusion of a sense of fun in team culture and ensure that regular morale-boosting and fun activities are scheduled and attended during work hours.
- Create and implement the vision for regional staff training, ensuring that programmatic teams and individuals have the necessary skills and resources to implement and scale cohorts of Pride campaigns.
- Assess staff and team learning needs, and make recommendations to Regional Vice President for training strategies.
- Conduct training of trainers in preparation of university phases.



- Orient the team on new Pride social marketing curriculum content, processes, and technologies.
- Use training phases to build capacity in Pride topics and training facilitation.
- Leverage training resources for the professional development of Pride team members.
- Identify cutting-edge tools and resources to enhance staff capacity on relevant topics.
- Support the coaching, mentoring, and distance support of Pride Program Managers.
- Create mechanisms to recognize professional achievements and team milestones.

Partnership with Global Programs and other regions:

The Regional Training Director acts as the region's primary liaison with Rare's global programs Training Director, and participates in cross-organizational Training Management Team.

- Improve the Pride (social marketing of conservation) curriculum.
- Streamline training tools and processes.
- Systematize staff training.
- Foster cross-regional learning.
- Serve as 'Learning Experts' to the rest of the organization.
- Create supplementary learning tools/methods to ensure mastery of new Pride skills.

Required Qualifications (Skills, Knowledge, and Abilities)

- Demonstrated skills in adult education, multi-modal learning, curriculum development, and instructional design.
- Practical experience in delivering adult trainings and managing classrooms.
- Passion for environmental conservation and community development.
- Fluency in spoken and written Spanish and English. Portuguese knowledge a plus.
- Education and/or experience equivalent to a Master's Degree in fields of adult education, instructional design, training facilitation, and/or community development.
- Minimum of 5 years (and preferably 10 years) experience teaching, training, or coaching experience.
- Excellent facilitation and communication skills.
- Excellent project and team management skills.
- Demonstrated understanding of and passion for conservation, environment and/or biodiversity issues a plus.
- Ability to thrive in team environments.
- Ability to build/manage relationships across geographical distances.