

Job description: Workshop facilitator

Posted: October 5, 2018

Location: San Francisco Bay Area

Employment type: Contract, variable hours

Hours: 2 - 30 hours per week, flexible

Location: Work from home

Travel: 0-2 times a month

Benefits: None

Frame Shift Consulting is growing, and you could be part of our expansion! We are searching for a second facilitator to help teach the popular [Ally Skills Workshop](#) at tech companies, primarily in the San Francisco Bay Area as well as around the world and online. The Ally Skills Workshop teaches people with more privilege and power how to support people with less. The class format is highly interactive: 3 hours with a half hour introduction by the facilitator, followed by small group discussion and facilitated report-out among 20 - 30 participants. Currently, our principal consultant and founder, Valerie Aurora, teaches most of our workshops, with occasional assistance from outside facilitators.

The responsibilities of this position are flexible: anything from teaching one or two workshops per month to teaching four workshops per month, making sales, writing about ally skills, and co-running the business. We are advocates for working fewer than 40 hours a week, flexible hours, and working from home. We invite you to send us your application along with a cover letter describing your ideal job responsibilities and hours.

About Frame Shift Consulting

[Frame Shift Consulting](#) is a diversity and inclusion in tech consulting firm in the San Francisco Bay Area founded by our principal consultant, [Valerie Aurora](#), in 2015. FSC focuses on teaching the Ally Skills Workshop to tech companies in the San Francisco Bay Area and around the world. Currently, FSC has one dedicated consultant and works with several outside consultants when necessary. All of the materials for the Ally Skills Workshop and other FSC productions are licensed Creative Commons Sharealike Attribution, meaning they may be reused and modified without a fee as long as the authors are given credit. More than 150 people around the world have been trained to teach the Ally Skills Workshop.

Detailed job description

We are looking for a facilitator with an encouraging, active, outgoing facilitation style, as workshop participants often need a great deal of positive reinforcement such as smiling,

nodding, and verbal praise. This position requires moderating contentious discussions, expressing strong moral and ethical judgments, guiding attendees through identifying and acting on their own values, and asking people to leave the workshop on the rare occasions that is necessary. Open conflict is rare in workshops (we have to ask someone to leave in about 1 out of 25 workshops), but when it happens, the facilitator must handle it swiftly and firmly.

This position also requires experience in software, broadly defined, as the majority of our clients are software companies, and we find that facilitators are much more successful when they have experience working in the client's field. This experience could include, but is not limited to: UI/UX, data science, software engineering, software testing, security engineering roles, and technical program management. Experience in other fields, such as law, medicine, or academia, is a definite plus.

We will teach successful candidates how to facilitate the Ally Skills Workshop, and co-facilitate workshops with them until they feel confident teaching solo. For more information on the structure and content of the workshop, you can read the workshop materials and [watch a video of a workshop](#) at:

<https://frameshiftconsulting.com/ally-skills-workshop/>

We are eager to discuss reasonable accommodations for disabilities, child or dependent care, religious observances, or other needs and preferences.

Responsibilities:

- Teach the Ally Skills Workshop 1-4 times a month

Optional additional responsibilities, as agreed upon:

- Help design new ally skills classes
- Generate leads for new workshops
- Give talks about ally skills
- Teach other people how to facilitate the Ally Skills Workshop
- Respond to potential clients and set up meetings
- Participate in client sales calls
- Follow up on previous clients to see if they want additional workshops
- Edit or co-author articles and books on ally skills
- Complete typical small business tasks: file government forms, accounting, etc.

A successful candidate must have:

- Software experience, broadly defined (infosec, data science, testing, design, UX/UI, etc.)

- Teaching experience, broadly defined (speaking at conferences, volunteer teaching, etc.)
- Strong grasp of research and terminology around multiple axes of oppression
- Residence in the San Francisco Bay Area
- Work rights in the U.S.

In addition, if you have any of the following that would be a definite plus:

- Personal experience as a member of a marginalized group (especially in ways different from our existing facilitators)
- Significant source of technical privilege (e.g. worked on compilers)
- Personal network of new potential clients
- Sales experience or interest
- Desire to develop new classes
- Experience running a small business or conference
- Writing experience (in any field)
- Work rights in countries other than the U.S., especially Canada and the EU

Compensation

This is a contract position usually paid on a per-workshop basis. Depending on the price negotiated with the client and what level of associated work the facilitator does, the facilitator will be paid in the range of \$3000 - \$6000 per solo-facilitated 3 hour workshop. We also pay a 10% lead generation fee. In our experience, a maximum sustainable workload is 4 workshops per month, including all associated work and recovery time. Over the past year, FSC averaged 3 workshops per month with no active sales effort, through word of mouth and repeat business.

How to apply

To apply, please send the following to contact@frameshiftconsulting.com:

- LinkedIn profile link or résumé in any common format
- One page cover letter describing your ideal job duties and hours

Optionally, you may also include:

- Video of you teaching or speaking to a large audience
- Writing sample
- Links to other projects

We recommend not spending too much time on the application materials beyond showing that you meet the minimum requirements and describing what level of engagement you are interested in. We will reply to confirm receipt of application materials.