

Sahiyo U.S. Training and Technical Assistance Coordinator Job Description

About Our Organization:

[Sahiyo](#) is an award-winning organization dedicated to empowering Asian and other communities to end female genital cutting (FGC) and create positive social change through dialogue, education, and collaboration based on community involvement. By working towards an FGC-free world, we aim to recognize and emphasize the values of consent and a child/woman's right over their own body. We aim to enable a culture in which female sexuality is not feared or suppressed but embraced as normal. For more, read about [Sahiyo's storytelling](#) and [our history](#).

We are fiscally sponsored by [Empowerment WORKS \(EW\)](#), which is a U.S.-based civic and social change organization advancing a whole-system approach to a sustainable world. EW partners with non-profit organizations and shares knowledge and best practices to accelerate change through their network, Partners in Empowerment.

Position Description:

We are looking for a Training and Technical Assistance Coordinator who is responsible for planning and implementing educational trainings and other programming events related to FGC for a wide variety of stakeholders.

Community outreach and education is essential to helping end harmful practices such as FGC. Since our founding, Sahiyo has been invited to various platforms to discuss and provide training on this issue. These platforms include FGC-impacted community-based events as well as events related to gender equality, healthcare settings, other social services, educational institutions, policy forums, and more. Sahiyo also provides training and technical assistance to educate and build the capacity of service workers who provide care to FGC survivors, including domestic violence and sexual assault organizations, law enforcement, education, social work, healthcare and mental health practitioners, and more.

The ideal candidate for this position is comfortable working with a small but growing organization and can lead our community education and technical assistance programming. This position will include researching topics for trainings, coordinating with speakers, developing training agendas, assisting in promoting events, and leading interns. The Training and Technical Assistance Coordinator will report to the Executive Director and work closely with other programming staff.

This part-time position will be for someone who can support Sahiyo programming specifically, though we work globally. As the position is virtual, the individual can be located anywhere within the U.S. but must be comfortable working independently and remotely. We

are seeking a candidate who is comfortable working a 32-hour-per-week schedule, with the potential for increased hours. This position is for a minimum of 12 months and offers an hourly rate of \$22.

Responsibilities & Duties:

- Represent Sahiyo with professionalism, tact, and diplomacy at events, in written correspondence, and in all official capacities.
- Cultivate and maintain positive relationships with program participants, community members, and stakeholders.
- Plan, lead, and coordinate events and training sessions with community members, service providers, and frontline professionals.
- Develop and implement tools, such as participant surveys and feedback forms, to evaluate the effectiveness of training and technical assistance programs.
- Analyze data to accurately report on participant engagement, measure program and training outcomes, and prepare reports to capture the impact of the program or training.
- Create and provide educational resources (e.g., reports, pamphlets, brochures, presentations, newsletters, and social media posts) on FGC for Sahiyo and the broader community.
- Develop and submit abstracts, proposals, and presentation materials to showcase Sahiyo's work at conferences and events.
- Support the onboarding, training, and supervision of volunteers and interns.
- Lead and coordinate the Voices to End FGM/C program, including alumni engagement, workshop coordination, and dissemination support.
- Provide resources and referrals to individuals or organizations seeking immediate assistance related to FGC.
- Maintain regular communication with your supervisor to ensure tasks are on track and deadlines are met.

Requirements:

- A strong passion for Sahiyo's work and mission.
- Eager to learn about FGC and engage with communities in a culturally appropriate and sensitive manner.
- Exceptional organizational and time management skills, with the ability to prioritize and meet deadlines effectively.
- Strong attention to detail.
- Excellent oral and written communication skills, with the ability to tailor messages to diverse audiences and create compelling marketing materials for various platforms.
- Self-motivated, energetic, results-driven, and able to work independently while maintaining consistent communication with the team.
- Proficient in virtual tools, such as Google Drive, Zoom, and WhatsApp.

Desired Qualities:

- Familiarity with nonprofit and community-based organizations.
- Experience working in fields such as human rights, gender-based violence, FGC, or related areas.

- Knowledge of adult learning strategies and methodologies.
- Experience working with diverse communities and cultures.

Communications Policy: As a virtual organization, strong communication is at the heart of how we work together to fulfill Sahiyo's mission. You'll communicate with the Sahiyo team primarily via email, as well as through WhatsApp, Google Meet, Zoom meetings, and other channels. Consistent and open communication allows us to stay connected, aligned, and supportive of each other across distances. We ask that, as a member of the Sahiyo team, you regularly engage with us regarding your tasks and deadlines. If you anticipate challenges in meeting these, please reach out ahead of time so we can collaborate to find solutions together. This approach ensures that we all thrive in our work and can make a meaningful impact.

Application Process: Please submit your resume and cover letter to info@sahiyo.org by **Monday, February 10, 2025.**