



Learning & Consultation Facilitator

Reports to: Director of Product Strategy & Sales

Job Status: Full-Time, Exempt

Momentous Institute has been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports more than 5,000 individuals through innovative mental health services, our nationally recognized Momentous School, and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Momentous Institute's Content Development and the Product Strategy & Sales teams are committed to the professional development of those who work with or impact children and families. We accomplish this by providing mental health and social-emotional learning training, content, products, and other supportive services that strengthen the well-being of professionals to help create systemic changes where they provide services. Content Development & Product Strategy and Sales also provide basic mental health education for anyone who desires to live an emotionally thriving life.

Job Overview: We are seeking a dynamic and knowledgeable Learning & Consultation Facilitator to design and deliver impactful training programs that enhance the skills, knowledge, and effectiveness of professionals within our organization, partner institutions and *Changemakers: A Social Emotional Curriculum* user. The ideal candidate will have expertise in adult learning principles, instructional design, and facilitation techniques to create engaging learning experiences.

Key Responsibilities:

- Develop and Deliver Training: Co-Design, implement, and facilitate engaging in-person and virtual professional development sessions tailored to the needs of educators, leaders, and professionals.
- Customize Content: Adapt training materials to align with organizational goals, industry trends, and adult learning best practices.
- Evaluate Training Effectiveness: Assess participant engagement and learning outcomes through surveys, assessments, and feedback, using insights to refine future training sessions.
- Support Continuous Learning: Provide coaching, resources, and follow-up support to ensure sustained implementation of training concepts and *Changemakers* SEL program.
- Collaborate with Stakeholders: Work closely with the Content, Product, and Marketing teams and others across the organization to identify training needs and develop strategic learning solutions.
- Stay Current on Trends: Continuously research and integrate best practices in professional development, mental health-informed practices, and industry-specific innovations.
- Maintain a Professional Presence: Demonstrate a high level of professionalism including maintaining a polished and appropriate appearance, using effective and respectful communication with a diverse range of stakeholders, and upholding positive, respectful demeanor in both formal and informal settings.

Qualifications:

- Bachelor's or Master's degree in education, mental health, training & development, or related field.
- 3+ years' experience in professional development training, instructional design, or adult education.
- Strong facilitation and public speaking skills with experience leading diverse groups.

- Familiarity with instructional design models and e-learning platforms.
- Ability to assess training needs and design relevant practical learning experiences.
- Excellent communication collaboration, and organizational skills.
- Experience in mental health-informed practices (preferred, if relevant).
- Proficiency in Microsoft Office, Google Suite, and virtual training platforms (Zoom, Microsoft Teams, etc.).

Preferred Skills:

- Experience working in industry-specific training e.g.. education, healthcare, corporate settings.
- Knowledge of social-emotional learning (SEL), mental health, and trauma-informed practices.
- Ability to create digital learning materials and utilize learning management systems (LMS).

Desired personal qualities:

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Physical Requirements:

- Occasionally moving self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to 15 pounds in all directions
- Occasionally operating motor vehicles

The ideal candidate will exhibit Momentous Institute’s core values:

Commitment, Respectfulness, Humility, Innovation, and Stewardship

Interested:

Applications are currently being accepted, and the position will remain open until filled. Please send a letter of interest and resume to:

Kelly Richmond
Director of Product Strategy & Sales
krichmond@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
<p>No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.</p>