

CONTRACT TRAINING FACILITATOR

Leadership & Management Trainings

Location: In-person in Sacramento/the Bay Area

POSITION OVERVIEW:

[Lane 9](#) partners with mission-driven organizations to build stronger leaders, teams, and organizations.

We design and deliver trainings that help people learn, practice, and change how they work together. Our sessions are warm and highly interactive, using practical tools and workbooks to support learning in the room and application in their day-to-day work.

You will collaborate with Lane 9 leadership to tailor existing content and lead sessions for frontline staff, managers, senior leaders, and boards, helping them work together more effectively so they can deliver on their most important goals and missions.

DATES & AVAILABILITY:

At minimum, you must be available from 9:30 AM-12:30 PM PT on all of the dates below for in-person client engagements in Sacramento.

- 2026: October 23, November 20, December 18
- 2027: January 8, 15; February 12, 19; March 12, 19; April 16, 23; May 7

For consideration for the October 23 engagement, please apply by October 12.

Additional engagements may be offered based on client needs and your availability. Any additional work will include a mutually agreed-upon scope and compensation.

COMPENSATION:

Lane 9's standard training contractor rates are:

- Planning, preparation, required meetings, and admin are paid at \$40-\$50 per hour.
- Facilitation and training delivery are paid at \$80-\$100 per hour.

For multi-session engagements, we may set a single project fee before the contractor agreement is signed.

Travel to and from training sites is the contractor's responsibility and is not reimbursed.

WHAT YOU'LL DO:

- Join short pre-calls to understand each client's context and goals
- Tailor Lane 9's sessions, slides, and handouts for each client
- Lead or co-lead in-person trainings and retreats in the Sacramento/Bay Area, plus occasional virtual sessions
- Manage training/room basics: tech, timing, materials, and energy
- Adjust pacing and depth based on who is in the room

NOTE: Lane 9's internal team manages all client relationships and contracts. Your focus is design and facilitation.

EXPERIENCE & PERSPECTIVE:

We are looking for someone who has:

- Designed and facilitated adult learning experiences in nonprofit, social impact, or corporate settings that led to real behavior or mindset shifts.
- Helped teams turn training into action so that tools and ideas showed up in everyday meetings, decisions, and ways of working.
- Worked effectively with a wide range of participants, from frontline staff to executives and boards, and can earn trust at each level.
- Managed people or led teams or organizations in ways that improved both performance and culture, giving you grounded insight into the practical and human sides of organizational challenges.

HOW YOU APPROACH THE WORK:

Our Lane 9 team shares these mindsets, and we're looking for someone who does too:

- **People can learn and grow:** You respect what participants already know, see their strengths, and believe they can improve.
- **We are partners in the client's work:** You care about participants and their missions, and you help them with the real challenges they face.
- **Learning should lead to action:** You focus on ideas and tools participants can understand, practice, and use in their day-to-day work.
- **Excellence and humility belong together:** You hold high standards and bring curiosity, warmth, and openness to feedback.
- **Identity and power shape participation:** You reflect on your influence and notice whose perspectives are heard, valued, or overlooked.

REQUIRED FACILITATION SKILLS:

We are looking for someone who excels at the core competencies below:

Prepares and delivers effectively	You learn Lane 9's curriculum and facilitation approach, and you run organized trainings by staying on top of materials, technology, space, and time.
Creates an inclusive learning environment	You build trust across differences in identity, experience, role, and authority. You make room for questions, mistakes, healthy risk-taking, accountability, and joy.
Makes learning clear and practical	You explain complex ideas in plain language and use examples, stories, and tools that help participants know their next steps for practice or implementation.
Holds structure and safety	You give clear directions, balance participation, and maintain productive boundaries in the spirit of learning. You address tension, harmful behavior, and broken agreements directly and respectfully.
Reads the room and adapts	You pay attention to understanding, energy, emotion, and group dynamics, and you adjust in the moment so the group still meets the session outcomes.
Keeps learning	You seek feedback, review participant input and learning data, and use it to shape future trainings, including asking for help or guidance when you need it.

PROJECT TIMELINE:

This is an ongoing, per-project contract with advance notice for scheduling. You will typically have a few weeks to prepare for each engagement, followed by a short debrief and light updates to materials.

Some trainings are single sessions. Others are multi-session series with the same organization. Flexibility and a willingness to commit to longer arcs of work are important.

HOW TO APPLY:

Email PEOPLE@LANE9.ORG with the subject line "Contract Facilitator - [Your Name]" and include all of the following in a single message:

- 1. Resume or LinkedIn profile**
- 2. Short written response (200-300 words)**

In your own words (please write this yourself; we want to hear how you think), describe a training or learning experience you designed and led where adults actually changed how they worked as a result. Briefly address:

- Who the learners were and the problem you were trying to solve
- The specific learning and behavior outcomes you aimed for
- How you designed the session to support those outcomes (the agenda and practice or application)
- How you know it worked, during and after the session

- 3. 2-3 sample training artifacts**

Please share only the tools and artifacts that best illustrate your approach to designing and facilitating adult learning. These materials will only be reviewed by Lane 9's internal team for this hiring process and will not be shared externally. Examples: agendas, slide decks, handouts, or facilitation guides that you created or co-created.

- 4. Optional: Short video (up to 10 minutes)**

A clip of you facilitating or leading a recent in-person or virtual training session.

Applications will be reviewed on a rolling basis. Complete applications that address all items above will be prioritized.