



We are hiring a Group Leader Training and Support Manager!

For more than 40 years, PEPS has been connecting parents through support groups during their parenting journey. Making sure our Group Leaders — both volunteers sharing their lived experience and professional facilitators — have the support and training they need is critical to our work.

PEPS is seeking a Group Leader Training and Support Manager to oversee two essential areas:

- Developing and managing comprehensive training programs that prepare Group Leaders to facilitate meaningful connections across all PEPS programs, including Newborn, Expectant Parent, PAT, and Affinity Groups in collaboration with other key staff
- Building and sustaining a thriving community of volunteer and paid contract Leaders through personalized coaching, ongoing support, and professional development opportunities

This role ensures Group Leaders receive thorough preparation before leading PEPS Groups, ongoing support during their facilitation, and meaningful follow-up after program completion. Through monitoring participant feedback and providing individualized coaching, the Leader Training and Support Manager helps maintain program quality and consistency across our 350+ annual parent peer support groups. This Manager also strengthens Group Leader engagement through community-building events, sustained connection, and collaboration with the Program Support Specialist to ensure Leaders thrive in their roles.

Core Responsibilities

Training and Facilitation

- Facilitate engaging monthly training sessions for new Group Leaders and support other Group Leader trainers in their role.
- Develop and oversee exciting learning opportunities through monthly Group Leader Chats and Advanced Facilitation Trainings.
- Manage and evaluate our online learning platform (Vairkko LMS) to deliver seamless training experiences.
- Collaborate with the Program Director to ensure consistent, high-quality training across all programs.

Leader Support and Coaching

- Build strong relationships with new Group Leaders, helping them prepare for their group leadership journey.
- Proactively provide thoughtful, individualized, and timely coaching and feedback through weekly report reviews and regular check-ins.
- Foster a vibrant Group Leader community through networking events and ongoing engagement.

Program Leadership

- Work closely with the Program Director on training and curriculum alignment.
- Recruit and partner with subject matter experts to keep our curriculum current and relevant, integrating their feedback into our written materials.
- Lead one PEPS Group annually to stay connected to our core mission.
- Represent PEPS in community meetings and serve as a substitute Group Leader when needed.
- Coordinate Group Leader contracts, documentation, and conduct performance reviews with attention to detail.

To Apply

Interviews will occur on a rolling basis. All applications will be acknowledged within five business days via an email receipt and held confidentially within the hiring team. Every applicant will receive careful consideration, and this role will remain open until filled. To apply, please submit the following:

- A résumé that summarizes your relevant professional, educational, and volunteer experiences.
- A cover letter that clearly explains how your professional background and interests align with the job responsibilities and core skills described in this position announcement.
- Please include which pronouns you use.

To request disability accommodation in the application process, contact Cari Morales (carim@peps.org)

Please email your application as a single PDF (cover letter and résumé combined in one document) to jobs@peps.org.

Core Knowledge and Skills

- Enthusiasm for technology and digital learning tools and technical proficiency with MS Office suite and learning management systems
- Excellent communication skills and ability to connect with diverse stakeholders
- Strong understanding of child development and parent support resources
- Talent for organizing and improving processes
- Ability to create inclusive, welcoming learning environments

Education and Experience

- Bachelor's degree in social work, education, or related field OR 5+ years professional experience in training and adult learning
- Strong track record of teaching, training, or facilitating adult learning
- Demonstrated experience in mentoring and coaching adults
- Experience with curriculum design and adult learning principles

Requirements

- Must be based in the greater Seattle area.
- U.S. work authorization sponsorship is not available.
- COVID-19 vaccination is required (initial series completed, not including boosters); verification will be conducted before onboarding.

Compensation, Benefits, and Working Environment

Compensation: This full-time position will be 40 hours a week as a non-exempt employee. The expected annual salary range is between \$68,000 and \$72,000, based on qualifications and experience.

Interview Stipend: Candidates who complete both rounds of interviews will receive a \$75 stipend check by mail. We believe in showing our appreciation for your time and effort by providing this stipend to cover the time & expenses you may incur during the interview process. Our goal is to make the interview process accessible and less burdensome for all candidates, regardless of their financial situation. By offering a stipend, we hope to create a positive and fair hiring experience that values the contributions and dedication of all candidates.

Benefits: PEPS offers a generous benefits package that includes medical and dental benefits, 12 weeks of paid parental leave, short-term disability insurance, life insurance, and retirement matching. Medical and dental insurance are offered through Kaiser.

Employees enjoy flexible scheduling and an industry-leading culture of care that values taking time away from work - including 12 paid holidays and two paid office closures every year – one during the week of July 4th and one during the week between Christmas and New Year's. We offer 20 days of accrued Paid Time Off (PTO) and two floating personal days per year for new employees, with PTO increases at four years and a four-week paid sabbatical after seven years of employment.

Office Location: PEPS is located in Seattle, Washington, with a main office in the historic Good Shepherd Center in Wallingford, adjacent to Meridian Park and the beautiful Seattle Tilth Gardens. There is a satellite office in the Parent Trust building in the Rainier Valley. Both locations have ample parking and are close to public transit.

Work Environment: PEPS is currently operating in a hybrid format. Required all-staff gatherings are held in person at least two times a month, with weekly in-person meetings and occasional training at our Wallingford office.

The Leader Training and Support Manager does some new leader trainings in person at various community sites, with the majority of trainings taking place online. Most work will take place during the weekdays, with this role requiring some evening or weekend availability for Group Leader Trainings and events.

PEPS believes in a flexible working environment and hours and will collaborate with the Group Leader Training and Support Manager to plan a schedule.

Work Culture: The PEPS staff and board believe that its success as an organization is based on its unique and supportive organizational culture, which strongly affirms that everyone deserves community, support, and social connection.

Our workplace is flexible, welcoming, caring, and fun. Self-care is modeled and encouraged. All PEPS staff members work with a spirit of collaboration within all levels of PEPS and promote a culture of teamwork, wellness, and inclusion. PEPS operates with a racial equity lens across all its activities and embraces learning and growth to work towards healthy outcomes for all families.

Each staff member:

- Is willing, open, and committed to ongoing learning and growth.
- Demonstrates passion for the PEPS mission, programs, and impact.
- Champions change and demonstrates an aptitude to improve current processes and procedures.

Commitment to Equity

We believe that all families should have access to a healthy, supported start in life. Knowing that race and ethnicity continue to predict the future life chances of children in our state, we are committed to working with families, partner organizations, and communities to identify barriers to parent support and wellness, interrupt their negative impact, and eliminate the persistent disparities in child outcomes.

PEPS values and celebrates the strengths that diversity brings to the workplace and is committed to advancing equity through our work. Cultivating a diverse and inclusive staff is one of our priorities.

Black, Indigenous, People of Color, and others with underrepresented identities (including, but not limited to, gender identity, class, socioeconomic status, sexual orientation, age, ability, and background) are strongly and sincerely encouraged to apply. PEPS is an Equal Opportunity Employer.