



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
441 W Michigan St.
Indianapolis, IN, 46202

Tel: (317) 634-7546

girlsinc.org

JOB POSTING

DATE: October 19, 2020

POSITION: Virtual Learning Specialist

REPORTS TO: Assistant Director, Learning Services

LOCATION: National Resource Center, Indianapolis, IN or Home-based office

BACKGROUND: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people—trained staff and volunteers who build lasting, mentoring relationships; environment—girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming—research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

SUMMARY: The Virtual Learning Specialist will play a lead role in supporting the Girls Inc. network of affiliates in providing virtual programming to school age girls as part of their Girls Inc. Experience by designing new and adapting existing approaches, resources, and learning opportunities. Work will include leading design work for out of school time program content that supports girls' achieving outcomes in the areas of Healthy Living, Academic Enrichment, and Life Skills and leading instructional design work for virtual delivery to adult learners.

This is a grant funded position guaranteed through January 2022 with the potential to become a regular, full-time position.

RESPONSIBILITIES:

1. Work with Learning Services and Affiliate staff to identify vision, goals, and priorities for programming in a virtual environment that is in alignment with the overarching Girls Inc. goals, priorities, and outcomes for girls.
2. Collaborate with and train Learning Services and Affiliate staff to conceptualize, write, and design virtual programming/project written materials and web-based content consistent with the Girls Inc. mission and priorities, while maintaining standards and criteria for development, design, and assessment.
3. Work with others to develop and pursue innovative strategies to reach un-served and underserved populations of girls, using information and technology and other marketing and distribution

- methods to assist affiliates in extending the Girls Inc. programming reach.
4. Serve as a vital member of the Affiliate Relations Team in providing technical assistance, support, training, and resources to affiliate staff as requested or recommended.
 5. Create virtual training content and learning resources. Work with the Assistant Director for Adult Learning and other department or national staff and consultants to assess learning effectiveness and determine how to enhance future learning content and opportunities.
 6. Plan, lead, and/or assist with meetings, trainings, webinars, conferences, and other department and organizational events as assigned.
 7. Engage national and affiliate staff, girls, and external subject matter experts in advisory roles in the resource development processes as often as practical and feasible.
 8. Develop projects for and supervise interns as assigned.
 9. Work with the Director of Learning and other Learning Services staff to achieve annual organizational objectives relevant to the strategic plan and priorities.
 10. Perform other duties as assigned.

Supervisory Responsibilities: Supervise Interns, trainers, and consultants as assigned.

QUALIFICATIONS:

Education: Degree and/or certification in Learning Design, Instructional Design, Instructional Design and Technology, Learning Technologies, Educational Technology, Instructional and Training Technology, Teaching with Technology, or related area

Experience: Minimum of two years in designing and implementing virtual or blended learning for audiences of adults and/or school-aged youth. Experience working with learning management systems and web delivery tools in an administrator, manager, content designer, developer, or support role. Experience using authoring tools to create courses and content to support learning goals. Experience training adults via face to face, distance learning, and/or e-learning methods. Experience representing the perspectives, needs, and considerations of diverse, multicultural populations in all aspects of the work. Program/project management experience.

Competencies:

- Understanding and ability to apply learning theories, principles, and instructional design models specific to adults and to youth
- Instructional design skills for synchronous and asynchronous distance learning, including identifying, documenting, and designing content based on clear learning objectives and outcomes based on learner needs
- Ability to clearly communicate with subject matter experts in the design process
- Ability to write effective copy, instructional text, audio scripts/video scripts, and create storyboards

- Proficiency in using authoring tools for e-learning with Articulate Storyline preferred.
- Ability to adapt ~~convert~~ in-person activities to online for delivery by a facilitator in synchronous or asynchronous session.
- Creative thinking with the ability to work independently as well as in collaboration with teams and subject experts and other stakeholders to achieve goals.
- Ability to problem-solve and troubleshoot
- Commitment to the mission and values of Girls Inc. Knowledge of the youth development field and girls' developmental information is beneficial.
- Ability to appreciate, embrace and advance diversity and experience working with multicultural populations.
- Advanced organizational skills with the ability to handle multiple assignments

Applicants also must possess a commitment to honor and support Girls Inc. Values, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for
- the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for Impact.

SALARY RANGE:

\$50,181-\$57,708.

TO APPLY:

Send a resume and cover letter to humanresources@girlsinc.org by November 6, 2020. Please put "Virtual Learning" in the subject line. Position is open until filled. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.