

Job Description

Job Title: Digital Learning Lead

Location: Boston, MA

Position Category: Direct hire, paid in US

Posting Date: 07/06/2020

Deadline Date: 07/17/2020

Starting Date: 08/10/2020

Description:

World Education, Inc. (WEI), a Boston-based non-profit dedicated to improving the lives of the poor through education and social and economic development programs, seeks an Digital Learning Lead for its EdTech Center who is passionate about leveraging technology for adult basic skills and literacy/language education and workforce development. The position is housed within World Education's U.S. Division that focuses on advancing the well-being and economic mobility of lower-skilled adults through education. The candidate can expect to be involved in a broad range of edtech initiatives that support the U.S. adult education system and international education projects.

This position is full-time in a fast-paced setting that requires initiative, self-direction, and teamwork. World Education's headquarters is in Boston, but the work can be done remotely from anywhere in the continental U.S.

The Digital Learning Lead will serve as a key member of the EdTech Center @ World Education team working on two components of the center's core work domestically and internationally: Digital Learning (Design, Creation, and Promotion) and Capacity Building (Technical Assistance and Professional Development).

RESPONSIBILITIES

Digital Learning Design, Creation and Promotion .5 FTE

In collaboration with project leads from across the US Division, the Digital Learning Lead:

- Leads growth of eLearning portfolio, markets instructional design services and virtual courses, strategizes and implements repackaging of existing courses and media assets into innovative professional learning resources
- Develops and implements digital learning assets, such as online courses, discrete digital learning objects, and linked resources
- Manages materials and course development and revision, including identifying and supervising course development staff and subcontractors
- Provides instructional design expertise for projects at various stages of course and learning system development and delivery
- Supervises and supports course scheduling and the online course registration process
- Leads evaluation and curation or development of innovative, direct-to-learner digital learning resources or platforms.

Capacity Building, Technical Assistance, and Professional Development .5 FTE

In collaboration with project leads from across the US Division, the Digital Learning Lead:

- Builds partnerships and supports new technical assistance and professional development contracts on various topics, including but not limited to: OER, mobile learning, distance and blended learning, and digital literacy.
- Supports development and moderation of a digital learning and inclusion listserv.
- Supports professional learning and technical assistance to the Innovating Distance Education in Adult Learning Consortium member states managed by the EdTech Center.
- Supports short-term technical assistance edtech contracts for JSI and WEI international divisions.

QUALIFICATIONS

Documented experience and expertise in:

- Project management
 - Designing and providing online and in-person professional learning; e-learning instructional design
 - UX/UI instructional design experience preferred
 - International and cross-cultural work
 - Adult learning
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- Graduate degree in Educational Technology or related field or commensurate documented experience with a portfolio of work
 - Excellent writing skills
 - Strong interpersonal and teamwork skills
 - Attention to detail, reliable, and able to work independently
 - Experience in developing innovative learning content and professional development resources in education, adult literacy, and adult basic skills development

In addition, candidates should understand and support racial equity and have knowledge of how mainstream systems – finance, education, housing, and others – work to disadvantage people of color and marginalized groups.

Salary commensurate with experience.

Interested candidates should submit their resumes and cover letters online by 07/17/2020.

Apply Online

No phone calls please.
Principals only please.

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If you are an individual with a disability, or a disabled veteran and unable to apply online for an available position, you may submit your request for reasonable accommodation by calling Human Resources at 617-482-9485.

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