



# WORLD EDUCATION

## **JOB ANNOUNCEMENT**

### **Communications and E-Learning Associate, EdTech Center .8 FTE to full-time**

World Education, a Boston-based non-profit dedicated to improving the well-being and economic mobility of low-income people through basic education and training, seeks a Communications and E-Learning Associate to work with its [EdTech Center](#) housed within World Education's U.S. Division. The candidate can expect to be involved in a broad range of projects that support the U.S. adult education system and some international edtech initiatives. This position is 32 hours/week in a fast-paced setting. This position has potential to grow into a full-time position with career growth.

## **Responsibilities**

### **Communications**

- Support EdTech Center communications, including newsletter, social media, blog, and web presence.
- Host and support webinars.
- Create infographics, flyers and other promotional and educational materials.
- Lay out Tech Tips blogs.
- *21st Century Learning Ecosystem Study* (8 days a year for 3 years)
  - Support dissemination of models, resources, and findings.
  - Create and maintain web pages.
  - Host and support occasional webinars.

### **E-Learning**

- Ensure courses are loaded and ready to run, provide quality control/proofreading.
- Register participants in online courses and follow up with them to support progress and completion.
- Provide tech support to course participants and facilitators.
- Support course facilitators.
- Prepare agreements and process payments for facilitators, and blog writers.

### **Technology Testing for Adult Learning and Employment**

- Prepare and edit content for online digital tools repository.
- Take and edit photos and video clips in instructional, workplace, and other settings.
- Create infographics and other project promotion and design assets.
- Provide some data entry or other administrative support to field testing research.

### **Integrating Distance Education in Adult Learning (IDEAL) Consortium**

- Manage logistics of annual IDEAL Institute including sponsorships
- Provide technical support to the Community of Practice (in Moodle)
- Develop resource collection
- Compile data

## Divisionwide Tasks

- Attend monthly U.S. Division meetings and other project/team meetings.
- Support proposal preparation with development of charts and simple graphics and coordination of tasks and partners.
- Assist with divisionwide communications.

## Qualifications

- Experience managing communications systems, including social media, e-mail marketing, and websites.
- Experience designing web pages and infographics, and other similar communication tools required.
- Excellent computer and writing skills.
- Experience with WebEx or other webinar services.
- Bachelor's degree or equivalent experience.
- Excellent attention to detail, reliable, and able to work independently.
- Good customer service skills.
- Interest in adult literacy and skill development.
- Experience creating and editing video preferred.
- Experience with online course platforms preferred.
- Experience with Articulate 360 preferred.

## Compensation

\$42,000-\$47,000 f/t based on experience and documented skills.

## To Apply

To apply for this position, please visit the job opportunities page at [worlded.org](http://worlded.org) and click on the position name on the job posting page.

World Education is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, gender identity, sexual orientation, sexual preference, genetic information, political affiliation, or protected veteran status in any employment decisions. M/F/V/D

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. Please read this notice entitled [Equal Employment Opportunity is the Law](#).

[www.worlded.org](http://www.worlded.org)