



Team Opportunity

Job Title: Learning Experience Curator
Status: Independent Contractor (as needed)
Reports To: Learning Manager
Location: US Nationwide, Remote
Closing Date: Open Until Filled

Meet edOpp

Our purpose is to change the way **organizations operate, people work, and communities exist**. Everyday edOpp Solutions LLC commits to working with purpose. We partner with organizations seeking to attract, hire, train, certify, and retain a high performing workforce. As the total solutions provider for businesses, nonprofits, government agencies, K-12 and higher education, our team brings over 30 years of industry and professional experience with proven results to impact **Workforce Development**.

We are making an impact on communities and employers by providing innovative solutions to meet their workforce development goals. Our curriculum provides Integrated Education and Training (IET) for students to secure industry relevant certification, obtain or retain employment within an occupational area, and/or advance to higher levels of future education. We specialize in innovative, interactive, and intensive learning experiences that integrate adult education literacy with workforce training and preparation skills for in-demand or targeted occupations.

With quality services and sound business practices, we meet the industry standards to be certified as Women Business Enterprise (WBE), Minority Business Enterprise (MBE), and Historically Underutilized Business (HUB). Our credibility and strong reputation are affirmed as a Texas Workforce Commission (TWC) Eligible Training Provider, ACT@ Career Solutions Provider, and through our National Partnerships and Employer Network with Industry Associations. Our vision is to become the world's premier company in learning for the workforce. To achieve this vision, our team must be passionate about serving the educational needs of people at all levels of the workforce.

The Team

Play a vital role at edOpp as you demonstrate to our client/community partners why edOpp is the total solutions provider for the workforce. You'll be behind the scenes in creating innovative, interactive, and intensive learning experiences for a diverse student population. We are currently seeking a **Learning Experience Curator** who believes in the power of learning and is passionate about the idea of helping students take their careers to the next level through quality instructional design and content development.



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Discover Learning & Strategy at Work: www.edopplearning.com

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The Opportunity

You: You're a motivated, results-oriented professional with a knack for writing and has the creativity to design career-oriented certification learning programs that stimulate learner engagement and achieve program outcomes. Your development of edOpp's transformational learning courses and programs will meet the needs of the diverse students we serve.

Your purpose: We will count on you to research, organize, develop, and design innovative and practical learning courses and programs that lead to in-demand industry credentials in various career pathways. To achieve this, you will implement the edOpp content development methodology processes and learning tools to create courses using PowerPoint, webinar technology, and various e-learning platforms.

Your work:

- Create scope and sequences or content maps for content implementation
- Create multi-day/weeklong learning courses and programs to meet the needs of an identified student population or career specific industries
- Develop program facilitation/training outlines, guides, workbooks, and supplemental materials as needed or requested
- Incorporate best practices in adult learning and facilitation into learning courses and programs
- Continually improve the quality of program content by researching and utilizing innovative methodologies, techniques, and strategies
- Research literature and other materials to ensure learning courses are developed with current trends, statistics, and information in workforce development
- Evaluate student academic data each cohort cycle to measure the effectiveness of the learning programs
- Adjust content based on qualitative and quantitative student academic data and feedback
- Integrate current educational technologies to enhance student engagement
- Collaborate with Learning Facilitators and Subject Matter Experts to design learning courses and programs
- Format course content to be taught through webinar technologies and e-learning programs
- Organize and create content for PowerPoints and Speaker Notes in a clear and concise manner
- Occasionally, facilitate content project meetings with Learning Facilitators to explain the content for learning courses and programs
- Attends meetings, trainings, and orientations as required
- Performs other related duties as assigned



Experience

5 years of prior experience in curriculum development.

Prior training and/or classroom teaching experience, including differentiating instruction to fit a diversity of learning levels, styles, and needs.

Education

Bachelor's degree or higher from a regionally accredited institution required. Additional certification(s) in subject matter area or industry assessment(s) preferred. Masters or doctoral degree a plus.

Knowledge, Skills, and Abilities

- Have a passion and understanding for the current education landscape and diverse communities.
- Knowledge of adult learning theory and practice, facilitation and training techniques, and instructional design methods
- Know great teaching and learning when you see it. Whether you are watching how students engage during a course or looking at student performance data, you can identify whether students are grappling with the right content and diagnose what needs to happen to improve student learning outcomes immediately and in the long-term
- Knowledgeable of Dropbox and Google Apps, such as Google Forms
- Familiar with writing tools such as Microsoft Word, Microsoft PowerPoint, and Adobe Creative Cloud
- Mastery of appropriate teaching, group facilitation, audience engagement, and mediation skills
- Able to take technical/complex knowledge and write it in a concise and comprehensible manner
- Proficiency with writing, grammar, sentence structure, and editing
- Experience in using Zoom, Microsoft Teams, Adobe Connect, D2L Brightspace, WebEx and similar technical applications
- Integrates technology into the learning experience such as live polling, Twitter Chat, YouTube videos, mobile learning, etc.
- Responds effectively to changes, keep calm under pressure
- Ability to meet deadlines for reports and other required paperwork

Physical Demands/Working Conditions

This is a physically demanding position in a fast-paced environment that requires constant and repetitive movement of fingers, hands, and wrists. To be successful in this position, you must be able to:

- Remote work is a work arrangement in which some, or all, of the work is performed from home or another off-site location



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Talent Management



- Must be willing to work a flexible schedule including day, evening and/or weekend hours to accommodate for various class schedules
- Work in a sitting position for long periods of time (up to 6 hours) on a computer
- Ability to lift phone, hold, and listen to it for extended periods of time
- Constantly operates office activities working in a home-based worksite (e.g., filing, keyboarding, computer research, reading, and writing). Such activities may also include the use of office equipment (e.g., telephone, computer, scanner, printer, desk, cloud storage).

What's In It For You?

At edOpp Solutions, we believe in supplementing your career through aligning purpose, people, processes, and performance. To do this, we strive to cultivate a positive culture that focuses on the wellbeing of our team. As a new member of our team, we offer our employees a culture that consists of loyalty and performance over experience. We invest in developing people through high-quality programs, effective coaching, and ongoing professional development.

When you choose to work at edOpp, you are part of our #TeamEdOpp. You will work alongside team members who set and reach ambitious goals every day, excited to continue to grow with edOpp, and work relentlessly to transform people and organizations through learning.



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