



TEAM ASSOCIATE OPPORTUNITY

Job Title:	Content Development Intern
Status:	Part-time – 15 hours on site/virtual per week
Reports To:	President & Learning Operations Coordinator
Location:	Houston, TX
Closing Date:	Final Internship Class Session

POSITION OVERVIEW:

Content Development Intern that researches and produces innovative and practical learning solutions that support the needs of both the business and the learners. He/She will assist in creating class whiteboards, program outlines, class activities and learning processes in the workplace learning and workforce development fields at edOpp. Using the edOpp learning cues and pods, both in-person and virtual learning classes will be enhanced by the use of these custom-tailored activities. Additionally, modifying or improving existing classes to help with the production of future classes may be needed. At the conclusion of the internship, interns will provide senior management with a professional presentation sharing project overviews, findings, and future recommendations.

RESPONSIBILITIES

- Support the content development of formal and informal half-day, one-day, or multi-day classes, workshops, seminars and learning experiences to meet the needs of an identified employee population or client
- Adhere to edOpp’s learning experiences processes, guidelines, and templates to develop courses for our clients
- Develop innovative, interactive, and intensive learning experiences that meet edOpp’s high quality standards using our content development methodology, Fink’s Taxonomy, and proprietary learning cues
- Assists in the development of strategies and approaches for new learning initiatives, programs, and catalog
- Write quality, evidence-based content outlines using the edOpp content outline template
- Assist with course descriptions and learning outcomes based on Fink’s Taxonomy
- Assist with assembling courseware using our edOpp PowerPoint and worksheet templates
- Create Facilitator Guide and/or Speakers Notes associated with the course



Talent Management



- Identify resources, research, in-class activities, assessments via online or the edOpp Learning Library
- Maintain a works cited list for each course
- Improve/modify existing courses based on instructor, participant, and client feedback
- Design and develop learning materials with visual quality, including workbooks, tools, job aids, self-study materials, client notes, flyers, and video/audio.
- Informs edOpp leadership team of any inconsistencies in the quality of training materials
- Knowledge of adult learning theory and practice, facilitation and training techniques, and instructional design methods
- Tech savvy, proficient in MS Office applications specifically Word, Excel, and PowerPoint, knowledgeable of Dropbox and Google Apps such as Google Forms and Drive, Adobe Suite.
- Excellent time management and organizational skills to perform multiple concurrent tasks and meet deadlines
- Must be able to create instructional products with extremely high attention to detail and design guidelines, and work within a team environment.
- Ability to work with diverse, multi-disciplinary, and virtual/remote teams
- Ability to excel in an ever-changing, dynamic, fast-paced work environment (no two days are the same)

REQUIREMENTS

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Detail oriented with strong written and verbal communication skills.
- Experience with Microsoft applications, strong diction, MS Word and Powerpoint skills. Experience with Photoshop and Canva a plus.
- Familiarity and facility with learner management systems such as Brightspace D2L
- Knowledge of virtual meeting applications such as Adobe Connect or Zoom
- Available to work 15 hours per week.

EDUCATION

Working towards a bachelor's degree in Human Resources, Business Writing, Instructional Design, Education, Human Resources, or related field.

5450 NW Central Drive, Suite 309 | Houston, Texas 77092
Office: 832.429.7049 | Email: team@edoppsolutions.com

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

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Talent Management



ELIGIBILITY

This is a part-time internship and we require that you use your own computer to complete internship projects and tasks. While the internship is unpaid, we are able to provide academic credit and a stipend based off job performance. Candidates should maintain a positive attitude under pressure, exhibit a strong work ethic, and enjoy working with a wide range of personalities. Most importantly, the candidate should be flexible and willing to take on multiple tasks in a start-up, fast-paced environment. This internship will benefit someone who is interested in developing their writing skills, graphic design, class content and program curriculum writing, virtual learning, LMS implementation, and student learning processes.

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