

Job title	<i>Curriculum Developer / Instructional Designer</i>		
Position Type	<i>Full-Time</i>	Pay Rate	<i>\$70,000 Annual Salary</i>

The Worker Education and Resource Center, Inc. (WERC) is a 501(c)3 non-profit organization founded in 2002 in partnership with the Service Employees International Union, Local 721 and the Los Angeles County Department of Health Services.

WERC's vision is to be a leader, catalyst, and model of a high road training partnership between workers and employer partners. WERC's mission is to connect workers with barriers to employment to good, stable and permanent jobs by providing and promoting the highest quality of workforce development. WERC also supports employers in meeting staffing needs, diversifying talent pools, offering quality jobs, and building leadership capacity.

WERC's core values – worker-centered, partnership, and equity – reflect its high road approach to workforce development. WERC values and promotes a community built upon mutual trust, open communication, equality, teamwork, cultural competence, and a healthy work/life balance.

Job purpose

The primary function of the Instructional Designer is to design, create, and package curricula and learning materials. The Instructional Designer implements these programs in conjunction with WERC (Worker Education & Resource Center) project teams and partners for participants who are under-represented in specific occupations and to prepare them to succeed by valuing; transparency; peer support; counseling; mentorship, and advocacy.

Duties and responsibilities

Curriculum Research and Design

- Provides instructional design support to WERC's implementation teams
- Demonstrates ability to understand and interpret educational needs and develop effective instructional resources and solutions on projects from concept through completion
- Maintains thorough knowledge of instructional design methodologies including performance-based outcomes assessments
- Research instructional activities that address training outcomes and competencies
- Develop interactive online and hybrid courses and programs, including creation and revision of course materials
- Assesses and evaluates online curriculum and activities with learning assessments to demonstrate an online course's success in achieving learning outcomes

- Analyzes learning management system data with WERC team to address pedagogical issues as needed
- Provide exercises and activities that enhance the learning process
- Develop criteria used to assess learner performance and create assessment instruments
- Work with partner and subject matter experts to identify target audience's training goals and create materials, as needed
- Recommends educational technology to staff that enables participants to meet course learning objective goals and increases participant engagement in virtual
- Maintain curriculum documentation and course materials

Program Instruction and Implementation

- Facilitate workshops and trainings (on and off-site) using alternative and non-traditional methodologies appropriate and effective for working with adult learners
- Employ a variety of instructional methods including worker-centered, popular education, peer models, etc.
- Employ creative teaching tools such as computers, interactive technology, games, drama, project group work, etc. that enhance the learning process
- Trains and supports WERC staff in the use of existing technology and tools associated with program development and online courses creations
- Pilot curriculum and revise/refine curriculum materials/activities as needed
- Monitor participant learning by collecting, analyzing, and responding to participant evaluations
- Contribute to the creation of project work plans and adhere to project objectives and milestones
- Assist in the pre-screening of new program participants as needed
- Identify deficits in program implementation and collaborate with project team to develop solutions
- Support public sector and partner organizations with training and development assignments as required

Qualifications

Required Experience

- Minimum years' experience facilitating trainings/workshops/classes in an adult learning environment
- At least three years' experience designing learning materials
- Knowledge of instructional design theory and learning principles
- Understanding of Multimedia Design and related software/tools
- Familiarity with traditional and modern training methods, tools, and techniques
- Excellent communication, presentation, and public speaking skills
- Sound decision making and organizational skills
- Proficiency in MS Office, and relevant e-learning and multimedia software

Benefits

Benefits for full-time employees include full health through Kaiser (Platinum 10), Dental, and Vision, for you and your dependents, medical bridge insurance, Life and disability insurance, access to pre-tax flexible spending accounts for both health care and dependent care expenses.

How to Apply

No walk-ins or phone calls please. Submit resumes via email to mail@we-rc.org

WERC is an equal opportunity employer committed to a diverse and inclusive workforce. We strongly encourage applications from candidates who reflect the diverse communities we serve. This includes people who have the lived experience of being incarcerated, unhoused, and having other barriers to employment. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender/gender identity, marital status, sexual orientation, age, disability, or veteran status.