

Competency Writer (Contract, 3-4 months) Position Description

Overview

CareerWise Colorado is a nationally-recognized startup nonprofit organization that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help businesses fill high-demand positions through apprenticeships that create real value and positive return for businesses. This innovative approach has captured the attention of business, government and education leaders across the state and country.

Position Overview:

Research and develop core competencies for several occupations that are relevant for on the job training for each position. Work with subject matter experts to determine the key competencies that all employees should master to work in specific occupations including, Information Technology, Manufacturing and Business.

Write functional competencies that accurately reflect the skills, knowledge, abilities, and personal characteristics essential for successful job performance.

Develop a competency-based language documentation.

Develop on the job based (OJT) work cases to demonstrate how competencies could/should be taught/mastered

Develop a style guide – set of standards for writing consistent competency documents across all occupations and pathways

Able to work with Subject Matter Experts (SMEs)

Key competencies needed for success:

- Basic Project Management skills
- Excellent presentation/facilitation skills
- Knowledge of and practical application of Adult Learning Theory and instructional design principles
- Ability to facilitate focus groups, usability sessions and subject matter expert interviews as well as identify and document key themes emerging from these activities
- Professional Writer Research Skills
- Experience using e-Learning software such as Captivate & knowledge of Adobe Photoshop, Flash, HTML principles
- Proficient in MS Word, MS Excel and MS PowerPoint
- Highly organized and processes proven project management skills.
- Clear written and verbal communication skills are a must.
- Familiar and comfortable with self-directed work.
- Quick learner and self-motivated.
- Possesses a true interest in the work that we do at CareerWise Colorado.

Sound interesting?



Send resume, cover letter, salary requirements, and LinkedIn profile to careers@careerwisecolorado.org

CareerWise Colorado is an Equal Opportunity Employer.