

Product Support Contractor

Who are we?

CareerWise Colorado is a nationally recognized initiative that is shaping Colorado's workforce through innovative, business-led youth apprenticeships. Through our work, we help Colorado businesses fill high-demand positions through apprenticeships that create real value and positive return on investment. At the same time, our apprenticeship model paves the way to good, well-paying careers for students, along with increased access to post-secondary education. This innovative approach has captured the attention of business, government and education leaders across the state and country.

The role:

Reporting to CareerWise Product Team, the Product Support Contractor is responsible for designing, developing, reviewing and revising key documents supporting CareerWise stakeholders in fulfilling the training goals for each CareerWise occupation.

Term:

This is a term limited, 4 month contracted role from March 2019 - June 2019 with potential opportunity for continuation of work thereafter.

What you'll do:

- Conduct research and build out content for CareerWise occupations in collaboration with product team. Specific elements include:
 - Pathway overviews
 - Streamlined competency sets
 - Industry credential options
 - As needed: rubrics and work cases
- Prepare Occupation content for presentation and delivery including copy editing and formatting
- Populate online competency tracking tool with appropriate content
- Conduct other product-related research, writing, content development or material creation on an as-needed basis

Required skills and competencies:

- **Written communication:** Distills complex ideas and messages into clear and concise written communications that are user-friendly for a wide range of stakeholder audiences.
- **Critical thinking and problem solving:** Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Self-direction:** Pursue opportunities for learning and problem solving. Proactively anticipates obstacles and tries to solve them.

- **Collaboration and teamwork:** Works cooperatively with others to complete work assignments.
- **Communication:** Gives full attention to what others are saying, and communicates well enough to be understood by others in written and verbal formats.
- **Systems analysis:** Determine how the future state of the system should work and ensure requirements are met
- **Knowledge of competencies and competency based learning:** Understands competencies and has strong working knowledge of how competencies are used in both a work and educational setting.

Who are you?

A detail-oriented content developer with professional experience researching, synthesizing and communicating complex information in an accessible format. You have excellent command over grammar and enjoy writing and working independently. You are highly motivated, mission driven, and want to support future apprenticeship opportunities.

- A passion, or interest due to exposure through work experience, solving talent pipeline issues for employers in Colorado.
- Experience and interest in working in a fast-paced, rapidly changing environment where you may propose an idea on Monday and execute it on Thursday (we mean it)
- Experience in an entrepreneurial role/organization, where you will need to quickly identify issues and work with the team to resolve and implement new solutions
- Project management in a business environment – you can prioritize activities and work in an independent, self-directed manner against tight deadlines while collaborating with internal CareerWise teams
- You have proficiency with or an ability to quickly learn and master Microsoft Office Suite, Salesforce, and Zoom Video Conferencing
- Most importantly, you thrive in a high energy, dynamic team like ours. And we mean TEAM. We collaborate, engage in healthy debate, jump in where ever our skills are needed.

Sound interesting?

Click on this [link](#) to apply.