

## Director of Instructional Design Position Description

### Who are we?

CareerWise creates life-changing opportunities for the youngest generation of America's workforce by building an industry-led, student-centered modern youth apprenticeship system. Modern youth apprenticeship melds classroom and on-the-job learning into flexible, alternative pathways to economic mobility. Today, there are hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, CareerWise programs have launched in multiple states, leveraging CareerWise's technology, infrastructure and institutional knowledge.

### About the role and team:

- The Director of Instructional Design will work with program sites and partners to scale youth apprenticeship programs by refining program models and training. This includes assessment methodology, developing tools and frameworks for supervisors to aid in pedagogically sound implementation, and improve on and deliver preparatory training to both student apprentices and their supervisors.
- The role will report directly to the Sr. Director of National Partnerships on the USA team, and will work with the Colorado-based Training Specialist.
- The position will eventually manage a modest team to support the continuous improvement of occupation frameworks, training curriculum, and tools as well as to identify new models and resources that can improve outcomes and unlock scale within program sites and broadly across the country.
- The role is based in Denver. For now, staff may work remotely or in the office. Starting in 2022, our team may be required to be onsite a maximum of two days per week, but staff will receive at least 60 days notice of any requirements.

### Key responsibilities are likely to include (but may not be limited to):

- Ensure all program sites have curriculum and tools necessary for preparatory training of supervisors and apprentices and are trained on content delivery, and facilitate virtual training as needed
- With an eye for equity, oversee continuous improvement of program model including the development of new or improved occupation pathways, training content, and tools to aid implementation
- Develop and implement assessment methodology to measure apprentice competency attainment effectively and equitably
- Manage shared Learning Management System (LMS) and virtual library of synchronous and asynchronous training content ensuring access by implementing partners
- Engage with program partners to identify areas of opportunity for improvement
- Support executive leadership with strategy for scaling high-quality youth apprenticeships
- **Other duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### What will you bring to this role?

- Minimum of 5 years' of related experience is required.

- Expertise in the field of training, experiential learning programs and/or curriculum design
- Comfort with change and ambiguity
- Effective in leading others toward meeting the organization's vision, mission, and goals
- Comfortable working in both a school and business setting
- Proven excellence in analytical work, including previous experience in managing large-scale, complex analytical projects
- Detail oriented with the ability to work independently on multiple projects at once
- Ability to develop and leverage relationships within and across work groups to achieve results
- Strong written and verbal communication skills that can communicate complex issues effectively to different stakeholder groups including students and employer supervisors
- Proficiency and experience setting up and managing Learning Management Systems (LMS)
- Experience and interest in working in a fast-paced, rapidly changing environment
- Diverse lived experiences and ability to honor and appreciate those of others.
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) - type work and/or conversations.
- Demonstrated passion for the CareerWise mission and ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building.

**Bonus points if you have ...**

- Experience with Microsoft and Google Workspace tools and systems
- Experience in an early or late stage startup during growth periods, or nonprofit experience
- Experience with direct supervision of a team a plus
- Formal training in diversity, equity, inclusion in the workplace

**Compensation & Benefits:** Salary range for the role is \$69 - 90K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

**Sound interesting?**

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Ryan Gensler at [ryan.gensler@careerwiseusa.org](mailto:ryan.gensler@careerwiseusa.org). We look forward to hearing from you!

Subject line: Director of Instructional Design - (First name, Last name)

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply. If you need assistance or an accommodation due to a disability, you may contact us at [careers@careerwisecolorado.org](mailto:careers@careerwisecolorado.org). CareerWise is an Equal Opportunity Employer.