



December 15<sup>th</sup>, 2017

**POSTING OPENS: 12/7/2017**

**POSTING CLOSES: 12/15/2017**

**Job Opening:** Program Development Specialist – Older Youth

**Region:** Home Office

**Position:** Full-Time/Exempt – Starting at \$48,000/Annually DOE

**Requisition:** 1625

**General Purpose:**

A Program Development Specialist works under the direction of the Manager of Curriculum and Program Development and in collaboration with senior staff in the Program and Operations Department to identify the need for and to provide assistance with curriculum research, development and documentation. Provides leadership in support of the Program Department's unique need to create and design curriculum and program design for Think Together programs, collaborates with other departments and field personnel to ensure that the educational materials meet the articulated objectives and are produced accordingly, and supports Think Together's eLearning and other learning platforms (online and in person) as well as Program and Operations and Organizational initiatives and directives.

**Duties and Responsibilities Include, But are Not Limited To:**

- Working across the Program Development team, researches Older Youth curriculum concepts including Internet searches, test demonstrations and documentation. In addition, stepping in across Program Development to assist where necessary.
- Creates Older Youth curriculum templates based on research and input from Program Department staff.
- Write and provides project management to the Program Development team regarding lesson plans. Edits and verifies content and checks for quality and adherence to Think Together guidelines before producing.
- Collaborate with other departments such as Fund Development, Production, Evaluations, Organizational Development and field personnel.
- Networks with external partners such as community/educational groups, curriculum vendors, district partners and expanded learning associations to establish strategic relationships, represent and advocate for the development and promotion of the Think Together mission.
- Collaborate with Data and Evaluation department to write and generate student surveys, which evaluate the curriculum.
- Provide leadership by holding and attending meetings, trainings, or field visits in office or field and following up on assigned action items as requested; in addition, support Program Development team to meet deadlines and assigned action items with fidelity.

- Provide open and honest communication with the Manager of Curriculum and Program Development, other departments and field staff.
- Manages ad hoc projects, as assigned.
- Actively participates and collaborates with the broad P & O team initiatives to achieve annual goals and outcomes.
- Provide leadership by training and coaching across all levels of team.
- Organizes own work daily, weekly and monthly to ensure key deadlines are met and work is completed on time, with quality and fidelity.
- Performs minimal administrative support for and communicate any success or challenges with the Manager of Curriculum and Program Development and the Program Development team with fidelity.
- Respects confidentiality of information learned during the course of the job.
- Other duties as assigned.

**Education and/or Experience:**

- Bachelor's degree (BA) in education or related field from four-year college or university
- Previous exposure to educational setting or nonprofit environment desirable
- Ability to identify and implement effective teaching strategies appropriate for students
- Strong attention to detail and proofreading skills
- Excellent written and verbal communications skills
- Math skills sufficient to compute percentages, manipulate decimals, and fractions check standard numeric data, etc.
- Ability to work cooperatively and collaboratively with staff to accomplish work in a timely fashion
- Excellent work and project organization skills
- Bilingual preferred
- Teaching credential preferred.

**Skills Needed:**

- Intermediate level experience with Microsoft Word, Excel, PowerPoint, Outlook and Adobe.
- Ability to adapt and learn new content and technology (webinars, software)
- Detail oriented, problem solver, organized, and thorough before making final decisions
- Comfortable in an online environment.

**To Apply:**

- Log In: [ADP Work Force Portal](#)
- Go to Myself > Talent > Career Center
- Click on any job to see the details then apply
- Remember to upload your resume.