

**JAMAICA PLAIN NEIGHBORHOOD DEVELOPMENT CORPORATION  
ECONOMIC PROSPERITY SERVICES**

**Job Opportunity: Education Specialist (Online Learning)**

The **Jamaica Plain Neighborhood Development Corporation (JPNDC)** is a 43-year-old community development corporation with the mission of transforming lives and amplifying the voices of Boston residents who have been excluded from prosperity by an inequitable economic system. We develop affordable housing that allows people to thrive, provide services that help people build on their strengths, and organize people to pursue the changes they desire.

**JPNDC's Economic Prosperity Services (EPS)** department has over 20 years of results helping Boston families and small businesses build income and assets. Core activities include the delivery of early education, small business technical assistance, and family prosperity services to low-income people who are predominantly immigrants, people of color, and women.

**The Education Specialist** will take the lead to plan and deliver online training. She/he will prepare and facilitate new online training activities for adult learners by: 1) leveraging adult learning principles to prepare online training curricula, and 2) executing cross-team collaboration to implement new online training activities to enhance participants' skills applicable to business, early education and financial capability.

*Note: Although a primary goal for the Education Specialist's role is to develop the online learning capacity of the EPS department, we plan to resume in-person training when health conditions permit, and ultimately, we envision a training model that combines online and in-person learning.*

**Job Functions**

*Take the lead to plan and deliver online training.*

- Conduct a baseline assessment of participants' readiness to receive training online and create individualized plans to support participants' learning readiness.
- Ensure facilitators understand how to use Zoom, email, text and basic web navigation.
- Use online tools to prepare, and help prepare, participants for online learning.

*Teach and co-teach online workshops. Working closely with the Family Child Care Program Director, the Small Business Services Director and the Family Prosperity Services Manager, the Education Specialist will:*

- Conduct baseline assessments of participants, as needed.
- Build upon existing curricula to create new online curricula.
- Build/maintain a network of facilitators to teach online training workshops, as needed.
- Compile feedback from participants and facilitators to improve the online learning experience.
- Based on feedback, coach facilitators as needed.
- Maintain data collection tools to track attendance and document feedback.

*Train home-based early educators in JPND's Family Childcare system. Working closely with the Child Care Services Director, the Education Specialist will:*

- Conduct a baseline assessment of educators' readiness to comply with MA Dept. of Early Education & Care standards for high-quality early education programming.
- Determine training topics, design/shape training content, determine frequency, number of training hours and related logistics planning.
- Conduct activities that engage educators in developing individualized plans to meet business and professional development objectives.
- Refine/update data collection tools to document educators' attendance at trainings, and completion of required training activities. Cooperate with external evaluators as needed.

Create an annual training calendar for the Economic Prosperity Department.

- Create a list of training activities to be conducted through the year, detailing activities' title and objective, date, time and location.

### **Qualifications/Experience**

- **REQUIRED:** Bilingual in English and Spanish.
- **REQUIRED:** Experience designing and facilitating online learning for adults.
  - Experience teaching adults how to use Zoom and other online tools.
- **REQUIRED:** Proficient at using, and teaching others how to use, Zoom, Google Apps and Microsoft Office.
- **STRONGLY PREFERRED:** Bachelor, or Associate degree in Education or a related field.
- Minimum 3 years of professional work experience designing and facilitating adult learning.
- Understanding of, and experience in, applying adult learning theory in designing engaging, impactful learning activities and experiences.
- Knowledge of popular education methodology.
- Experience coaching facilitators and/or leading facilitator training preferred.
- Ability to prioritize and work under pressure in a deadline-oriented environment.
- Strong oral, written and visual communication skills.
- Strong commitment to social justice.

**Employment Terms/Compensation:** This is a full-time, salaried position with a generous benefit package. Salary negotiable depending on experience. Flexible schedule, working remotely and in office. Must be available for evening online workshops on a scheduled basis.

Email cover letter and resume to: [cespinoza@jpndc.org](mailto:cespinoza@jpndc.org) No phone calls please.

**JPNDC is an Affirmative Action/Equal Opportunity Employer**