



**Job Title:** Project Coordinator | Instructional Design & Training Focus

**Department:** System Change

**Reports to:** Director of System Change

**Effective Date:** December 1, 2021

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**Classification:** Full-Time, Exempt

**Compensation:** \$55,000 - \$60,000 |DOQ

**Benefits:** Paid Time Off | Medical | Dental | Vision

**Location:** Remote

### **Who we are:**

FosterClub's mission is big: lead the efforts of young people in and from foster care to become connected, educated, inspired and represented so they can realize their personal potential and contribute to a better life for their peers.

Our approach is to engage and empower those who have the most at stake in transforming the foster care system: young people themselves. FosterClub creates and connects young people from foster care with unique tools and programs, and engages young people to transform life for themselves, their peers, and to ultimately improve the child welfare system.

FosterClub understands that good youth engagement integrates Justice, Equity, Diversity and Inclusion (JEDI), and that the entire child welfare system is improved by prioritizing the well-being of young people who experience significant bias and discrimination in the child welfare system due to their race, ethnicity, sex, gender identity or expression, sexual orientation, and who are disproportionately represented in the child welfare system.

### **Job Summary:**

The System Change team at FosterClub is seeking a project coordinator with instructional design experience to advance the educational initiatives and system change efforts of the agency. The individual selected for this role is expected to have a firm grasp of how people learn, excellent curriculum design skills, excellent writing and



communication skills, and facilitation experience. The ideal candidate will also have experience managing projects and a working knowledge of basic graphic design.

### **Primary Responsibilities:**

- Serves as lead facilitator, trainer, and curriculum designer on system change team
- Ability to work with subject matter experts to identify industry needs and fill content gaps as needed
- Apply tested instructional design theories, practice, and methods to curriculum development
- Ability to develop entire courses and curriculum for both online and in person audiences
- Ensures designed content matches established objectives
- Ability to identify target audiences for developed trainings and work with team communications personnel to widely promote and distribute
- Create facilitation guides and training materials for developed content
- Expected to research, advocate for, and train system change team on cutting edge technology related to instructional design and curriculum development
- Assists system change team members in the development of curriculum for professional development workshops, serves as lead in system change led webinars and team led meetings

### **Secondary responsibilities and required skills:**

- Demonstrated project management skills, including the use of web-based platforms to manage projects in teams
- Strong data and information management skills, including use of spreadsheets and digital filing systems
- Build and maintain relationships with key external role-players and partner organizations
- Work with staff and partners to organize youth perspective and effectively engage constituents in policy, practice, and public awareness initiatives

### **Desired Experience and Skills:**

- Bachelors or Masters degree in Public Policy, Social Work, or a human service-related field, or equivalent experience
- Experience creating content, proofreading, and editing written communication for adult audiences
- Knowledge of intersectionality of child welfare and other child, youth, and family-serving systems, along with an understanding of how marginalized populations are disproportionately impacted by the child welfare system



- Demonstrated skills using social media, blogging, and other campaign and communications tools
- Lived experience with the Child Welfare system is preferred, but not required
- Residence in the Washington D.C. area (or willingness to relocate) is preferred, but not required
- Self-motivated and collaborative employee who wants to be part of a team bringing about real change in the child welfare system

**All FosterClub Employees are expected to be/have:**

- Justice, Equity, Diversity, & Inclusion (FosterJEDI) commitment
- Tech savviness
- Willingness to travel
- Ability to work successfully with young people and adult stakeholders
- Ability to work well independently and as part of a collaborative team
- Commitment to ongoing personal and organizational growth development

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:

- Sitting at Desk, Keyboarding – Frequent
- Walking and Climbing Stairs - Frequent
- Lifting at 35 lbs or less - Occasional
- Frequent air travel
- Drive or Public Transit

**Position Type/Expected Hours of Work**

- Regular office hours Monday - Friday 8:30am - 5:00pm
- Must occasionally be available to respond to Young Leaders after-hours as needed
- May include occasional weekend assignments

**Travel**

- Up to 40% of time spent out of office
- Employee will be expected to adhere to Travel Policy

**Equal Employment Opportunity (EEO) Statement**

FosterClub is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind



based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

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Employee Name | Date

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Manager Name | Date

