

STUDENT ENERGY

ELEARNING AND DEVELOPMENT COORDINATOR

POSITION DESCRIPTION

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast-paced team devoted to youth empowerment in the world of energy. Our team punches above its weight to develop innovative programs, meaningful international partnerships, and serve our community of young energy changemakers. Check out our [theory of change](#) to see what we do and why.

Student Energy is looking to hire a full-time fixed term (40 hours per week) eLearning and Development Coordinator to help build out our new online learning management system (TalentLMS) and develop content through our authoring tool Articulate 360. Our new online programs platform will host Student Energy's virtual programs content and will be used by our global network to participate in [Student Energy programming](#).

Reporting to the Global Community Manager, the eLearning and Development Coordinator will work with Student Energy in the following ways:

- Developing Student Energy's Portal on TalentLMS
- Administrative management of Student Energy's Portal on TalentLMS
- Coordinate and upload all programs content to TalentLMS
- Managing mass uploading of LMS users
- Oversee learner success of program participants
- Developing eLearning content with Articulate 360
- Create user guides for Student Energy staff, and train other staff on LMS platform
- Other tasks as assigned.

REQUIREMENTS

The ideal candidate will possess the following qualities:

- Passionate about energy and sustainable energy systems
- Ability to design virtual learning experiences
- Detail-oriented and highly organized
- Must be eager to learn new skills, and ready to take on whatever comes next
- Desire to build or improve upon leadership skills
- Interest in digital convening and community building
- Creative, go-getter with a natural curiosity
- Ability to work collaboratively with a team to achieve a common goal
- Strong writer with a mastery of the English language and grammar
- Self-motivated and driven to produce quality results
- Must be an independent worker the position may be remote
- The successful applicant must have access to a computer as one will not be provided

Assets:

- Experience using TalentLMS and/ or Articulate360
- Experience developing online program content or resource documents
- Experience utilizing design software (i.e. Adobe products, canva etc)
- Experience in learning curriculum development
- Project management experience
- Ability to speak multiple languages is a strong asset

COMPENSATION AND TERM

The eLearning and Development Coordinator's initial term will be 8 months, starting between March 15 and April 1, 2021, and ending December 31, 2021. With the possibility of a contract extension for the right candidate.

If you are a current student, graduating in the spring, there may be a possibility of part-time work through the end of the semester with a transition to full-time employment after the semester ends.

Student Energy offers compensation at competitive non-profit rates, and this can be discussed in an interview setting.

Location is flexible for this position as Student Energy has transitioned to a virtual work environment.