



PREVENTION COLLABORATIVE

feminist inspired | evidence driven

ASSOCIATE – LEARNING LAB PROJECT MANAGER

The Prevention Collaborative seeks an enthusiastic project manager with experience in online learning and instructional design, to manage and maintain the Learning Lab - our platform for continuous learning on preventing violence against women (VAW) and their children.

The Prevention Collaborative is a global network of practitioners, activists, and researchers working to better equip ourselves and others with the vision, knowledge, and skills necessary to end violence against women and their children. We strengthen the capacity of key actors to deliver effective violence prevention programmes, based on feminist principles and evidence- and practice-based knowledge.

A key element of our strategy is strengthening the capacity of practitioners and other actors in the field through a number of inter-related strategies: our online Learning Lab - a virtual platform that offers self-directed and synchronous group courses facilitated by Prevention Collaborative staff and mentors; our Cluster Programme, which brings together learners from up to six different organisations who want to learn more about VAW/VAC prevention and a long-term Accompaniment Programme that matches experienced mentors with organisations for a period of 18-24 months.

The Learning Lab Project Manager is responsible for maintaining the health of the Learning Lab. They are responsible for maintaining the technical aspects of the Learning Lab, including the online set-up and launch of courses and project managing the course development process. The Associate will also contribute to the Collaborative's efforts to stay current with best practice in adult, online and hybrid learning. We are striving to integrate online and in-person learning, and to expand course participation through organisational partnerships. Additionally, they will work with the Communications domain to promote courses, recruit learners and increase participation in our online courses.

ESSENTIAL FUNCTIONS

1. Maintain the technical aspects of the Learning Lab and ensure the Collaborative is using the best technology to deliver our online courses.

- ▶ Set up and maintain courses on LearnDash including setting up the course flow, inserting videos and other course materials, enrolling Learning Lab users in courses, etc. together with the Online Engagement Assistant.
- ▶ Liaise with external IT teams, for design, user experience, and course development.
- ▶ Research and stay up to date with the latest technological capabilities of LearnDash (our learning management system) and other website plug-ins to best support IT and course design teams.
- ▶ Troubleshoot back-end development as and when required on LearnDash.
- ▶ Update front-end content such as course descriptions, user experience, etc. as and when required.

2. Project manage the course development and launch process including:

- ▶ Work with the course team to develop a timeline for course development and launch.
- ▶ Coordinate the process to meet the deadlines in the timeline.
- ▶ Coordinate feedback on course content and design from different stakeholders at relevant points in the process.
- ▶ Liaise with the communications team to prepare for the launch of new courses.
- ▶ Report on progress to the Capacity Development Lead and identify any issues to be addressed.

3. Other

- ▶ Work with subject-matter experts to develop dynamic learning sessions for in-person and virtual courses.
- ▶ Develop instructional design materials (e.g. slides, storyboards) for e-tools, e-learning courses, and videos.
- ▶ Participate in weekly learning circles and bi-weekly team meetings.

CANDIDATE PROFILE

The successful candidate will bring the following skills and experience to the role:

Requirements

Essential

- ▶ Degree in education technology, distance education or another related field.
- ▶ At least 7 years of experience managing an on-line environment, preferably related to on-line learning or web-management.
- ▶ Demonstrated ability to coordinate production schedules
- ▶ Excellent project management skills.
- ▶ Demonstrated ability to use online learning management systems.
- ▶ Ability to manage a diverse workload in a virtual environment and to respond flexibly to changing demands.
- ▶ Ability to work independently and take initiative.
- ▶ Strong IT skills; experience in Google environments is an asset. Other software includes: LearnDash LMS plugin for WordPress, WordPress, Excel and Powerpoint.
- ▶ A demonstrated commitment to feminist values and practice.

Desired

- ▶ Previous work experience related to violence or gender transformative programming.
- ▶ Experience applying adult and participatory learning theories and leading-edge instructional design methods.
- ▶ Strong understanding of online learning and blended learning trends.
- ▶ Experience working and/or living in different cultural contexts and geographies.
- ▶ Experience with learning management systems (experience with the LearnDash plugin for WordPress).

COMPENSATION AND BENEFITS

We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

This is a virtual position, and candidates can be located in any country. The ideal candidate is located in Africa or Asia, in proximity to other team members. This is a full-time position for 16-20 days per month depending on the agreement between the successful candidate and the Collaborative.

Compensation will be relative to the level of effort and experience for this position and aligned with our compensation bands for an Associate role between \$57,000 and \$86,000 (for full-time equivalent of 20 days). A consulting contract will be issued to the selected individual.

Flexible hours: Team members join two weekly meetings at 9 am ET but the Associate is otherwise free to work at the time that gives you energy and makes you effective.

Learning circles: We are curious and invested in constantly learning. We do this together through Monday learning circles. We support people to stay current with the latest research and practice.

Well-being: We bring our whole selves to work and practice self and collective care.

TO APPLY:

Please send a CV and cover letter outlining your experience to f.suleiman@prevention-collaborative.org by **10th November 2023**. We will review applications as they are received.