**Position Title:** Instructional Design Manager  
**Department:** Business Pathways host of Women’s Business Center  
**Reports To:** Director of Business Pathways  
**FLSA/ Status:** Exempt/ Full Time  
**Hiring Range:** $50,000 - $60,500 per year  
**Job Family:** Manager  
**Created:** August 2020

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**WHO WE ARE**

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area’s most respected organizations to provide economic and educational services to assist families to achieve their economic goals and realize their dreams.

MCRC’s suite of business services support entrepreneurs through all stages of business development helping them explore, launch, and grow their business through training and technical assistance, personalized consulting, access to capital, and holistic support services, with a significant portion of our content provided in Spanish. As the host of Colorado’s only Women’s Business Center (WBC), MCRC partners with the U.S. Small Business Administration (SBA) to help underserved entrepreneurs establish and grow businesses. In our business pathways work, we also partner with the US Patent & Trademarks Office (USPTO) to pair low-income inventors in five states with patent practitioners for patent preparation and legal services on a pro-bono (free) basis.

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**POSITION SUMMARY**

MCRC is seeking a professional with strong communication, relationship building and technical writing skills along with experience in instructional design to join as Instructional Design Manager.

The Instructional Design Manager will support a dynamic and growing team of instructors to facilitate, innovate, research & develop course content for expanding small business training program opportunities both online and in-classroom. Course content will be developed from industry-recognized competencies and certificates as well as the College and Career Readiness Standards (CCRS) and will be available both for credit and non-credit attainment.

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**KEY RESPONSIBILITIES**

**Leadership & Management**
- Lead all phases of the ADDIE process or other instruction design method.
- Manages instructors including hiring, training, coaching, and evaluation.
- Implements the strategic direction for Business Pathways curriculum through research and innovation.
- Provide support and guidance to instructors in the development and production of multiple online education courses, including course builds, interactives, activities, and assessment instrument

**Curriculum Design, Development and Delivery**
- Develop learning solutions inclusive of instructor-led sessions with virtual classroom experience and assessments while applying instructional design strategies that align with intended course outcomes for adult learners and non-native English speakers looking to expand their business and entrepreneurial skills.
• Develop, test and teach online & hybrid courses to ensure smooth content sequencing, flow of information, and relevancy.
• Work with subject matter experts to identify target audience’s training needs, create compelling course content and engaging learning activities
• Set instructional and learning objectives and create content that aligns.
• Provide exercises and activities that enhance the learning process including simulations, role plays, activities, etc.
• Devise modes of assessment such as tests or quizzes, to measure the effectiveness of the course.
• Utilize industry standard e-learning authoring tools to create and upload LMS compliant courses.
• Translate and organize complex content into formats conducive to learning with a strong focus on internal and external customers.
• Progressively learn business systems, policies and procedures to better design effective training solutions.
• Ensure delivery of high-quality, multimodal digital learning content.
• Deliver small business development curriculum to participants.

Project Management and Evaluation
• Provide project management and leadership for course development and maintenance projects, ensuring timeline and quality requirements are met.
• Communicate project timelines, statuses, and action items to stakeholders.
• Conduct evaluations and assessment measurements of learning programs to ensure continuous improvement.
• Manages workload responsibly and meets project goals and deadlines.

Qualifications
• Bachelor’s Degree in Adult Education, Instructional Design or a related field or equivalent experience or an equivalent combination of experience.
• Experience with the ADDIE model or other instructional design methodologies.
• 3+ years working as an instructional designer or courseware developer with experience in instructor-led, virtual classroom delivery and e-learning formats.
• 1 – 2 years of management experience; overseeing staff members
• Experience with Talent LMS (or other learning management system), QuizMaker, Vyond and Adobe InDesign is strongly preferred
• A background in Business and Entrepreneurship is preferred
• Experience working with diverse individuals and low-income populations is preferred.

KEY COMPETENCIES
• Demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives
• Strong leadership and project management skills (goal-setting, organization, and implementation)
• Excellent written and verbal communication skills
• Excellent quantitative and analytical skills
• Strong technical writing and grammatical skills; ability to simplify complex topics and write concisely in an active voice

Mi Casa Resource Center is an equal opportunity employer.
Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by September 18, 2020. Interviews may occur as qualified candidates apply.