



Position Overview

Title

Distance Education Specialist

Firm Overview

Arlington based [Communities In Schools](http://www.cisnet.org), Inc. (CIS) helps students stay in school and make the right choices by connecting them and their schools with needed community resources. As the nation's largest dropout prevention organization, we are in nearly 3,300 schools and directly serve more than 1.3 million K-12 students per year. By bringing resources, services, parents, and volunteers into schools, we create a community of caring adults who work hand-in-hand with educators.

CIS is proud to have met all 20 standards for charity accountability of the Better Business Bureau's Wise Giving Alliance and attracted attention and [support](#) from many prestigious foundations, corporations and individual philanthropists.

Join our committed team of professionals and help us save the world...one child at a time.

Key Responsibilities

We are currently seeking a Distance Education Specialist. The Distance Education Specialist position is a member of the Research, Evaluation & Learning Management Team, providing services to build capacity and strengthen Communities In Schools state offices and local network affiliates. The position will design content for and coordinate the use of the learning management system (LMS) for course delivery, tracking and reporting student and group progress toward certification. The Distance Education Specialist will oversee the contract with the LMS vendor, lead the help-desk function and assist the Learning Management Team in converting the course content, publishing courses and implementing all aspects of the Certification initiative.



In this position you will:

- Convert existing and newly developed course content into a distance learning format and design course assessments using course authoring tools.
- Publish courses inside the LMS and complete updates or revisions as guided by the Learning Management Team.
- Work with the Learning Management Team to identify and post available courses to the network.
- Establish and manage community engagement aspects of the LMS, keeping the learning management team informed on activities and progress.
- Produce regular reports on student participation and overall project progress.
- Maintain ongoing communication with the LMS vendor on all technical aspects of use of the platform.
- Assist in maintenance of the budget as it relates to the vendor contract.
- Provide training and demonstrations related to e-learning as required.
- Set up and manage the help-desk function for the LMS.
- Assist network learners in resolving technical difficulties related to accessing the LMS and course content.
- Work with all national network teams in developing new uses for the LMS that are unrelated to the certification initiative.
- Create LMS solutions that promote innovation and efficiency.
- Other duties as assigned.

Essential Experience, Technical Skills and Competencies

The successful candidate will demonstrate the following attributes:

- Ability to read, analyze and interpret general training, learning management system vendor periodicals, professional journals or technical manuals, and governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and express clear and concise ideas, both orally and in writing.
- Superior organizational and communication (oral and written) skills, with strict attention to detail. Ability to effectively present information to current and potential funders, network members and national staff. Competence in using the Microsoft Suite and/or the following computer products: Outlook, Word, Excel and PowerPoint.
- Experience with course authoring tools or learning management systems preferred.



Background/Prior Experience Should Include:

- Bachelor's degree with one to two years of related experience or certification from an accredited institution in distance learning or instructional technology with two to three years of experience working in e-learning related fields preferred.
- Experience with course authoring tools and a learning management system.

What is Attractive to the Right Candidate?

- Communities In Schools is a non-profit who stays true to its mission but does so using for-profit best practices. We strive for excellence and it shows...from 2004 to 2008, Communities In Schools' revenues grew 125 percent.
- One of Communities In Schools' greatest assets is its human capital. Our diverse and talented staff and network leadership is committed to moving the needle on the drop-out problem. Through his/her work, the Organizational Development Specialist will work closely with a variety of stakeholders – engaged staff as well as network leaders.
- Communities In Schools has a generous benefits package, which includes five weeks of paid time off in years 1 and 2, a 403b plan and subsidized health and dental insurance.

Target Hire Date:

Immediately

Interview Process:

Face-to-face interviews with hiring manager

To Apply:

Please send cover letter and resume to jobs@cisnet.org with 'DE Specialist' in the subject line. Resumes submitted without this information will not be considered. Communities In Schools is an Equal Opportunity Employer.