



## **Request For Contractors: Instructional Design Specialist** *Flexible Location*

**About Sacred Spaces:** Sacred Spaces is a fast-growing start-up that works to build healthy Jewish communities by partnering with Jewish institutions to prevent and respond to sexual abuse and other abuses of power. We help prevent and respond to abuse in a way that minimizes damage to the institution, while prioritizing support for the victim and protection for all constituents. Sacred Spaces empowers institutions with the tools they need to prevent and respond to abuse through policy development and training.

**Project Description:** Sacred Spaces seeks an Instructional Design Specialist for two exciting projects underway in 2019-2020.

In the first, the consultant will develop educational strategies and associated curricular and training materials for our web-based educational campaign, Aleinu: Safeguarding Our Children. The Aleinu campaign provides Jewish youth-serving organizations (YSOs) with highly subsidized access to the tools they need to implement best practices in child protection. Participating organizations commit to adapting at least two best practices each year for five years, standardizing, in a short time, child abuse-prevention practices for the broader Jewish community. The Instructional Design Specialist will work with the Program Coordinator to develop and edit clear, engaging, and accessible content for Aleinu's curriculum, and then transform that curriculum into interactive and user-friendly online tools. Working closely with the Program Coordinator, the Instructional Design Specialist will help construct a dynamic web platform that is compelling and easy to use.

In a second phase of work, the Instructional Design Specialist will develop a series of curricula with associated materials for a long-term training program. Examples of training modalities for which curricula and materials will be developed are online webinars, half- and full-day in-person training sessions, and short workshops. The Instructional Design Specialist will beta-test and refine these materials by co-leading a select number of trainings for Sacred Spaces clients or partner organizations. In addition to the curricula and materials, the Instructional Design Specialist will be tasked with developing a "train-the-trainer" facilitator's guide so that Sacred Spaces staff and contractors, in the future, are all trained in the Sacred Spaces approach to ensure quality control and safeguard the organization's intellectual property and brand.

### **Qualifications and Skills of Ideal**

#### **Candidate:**

- Expertise in instructional design, particularly for adult learners
- Skilled at synthesizing raw data into user-friendly learning modules, worksheets and training



- Excellent writing and editing skills
- Experience engaging with online interactive tools
- Strong time-management skills and the ability to work at a fast-pace
- Ability to work remotely and collaboratively with partners
- Exceptionally organized and detail-oriented; ability to manage multiple tasks and priorities
- Driven and self-motivated
- Commitment to the mission of the organization

**Proposal Process:** Interested parties should send an email with the subject “Instructional Design Specialist” including resume and cover letter to [Amy@JewishSacredSpaces.org](mailto:Amy@JewishSacredSpaces.org). Qualified candidates will be asked to submit a brief proposal for consulting services.